Contents

Hire (Companies using Hiring Manager + Onboarding) 4
Hire (Companies using Onboarding only) 5
Starting the Onboarding Process 6
Complete at Home 6
What If the Employee Can't Locate the Welcome Email? 6
Complete in the Location 7
New Hire Onboarding Process 8
Step 1: Log In 8
Step 2: Welcome Screen 8
Step 3: Job Details Agreement 9
Step 4: Form I-9, Section 1 10
Step 4a: Who Will Fill Out Your Paperwork? 10
Preparer/Translator 10
Step 4b: Fill Out Your Federal Form I-9 11
Step 4c: Review and Sign – Form I-9, Section 1 12
Step 4d: What Document(s) Will You Bring In for Verification? 12
Step 5: EEO Self-Identification 14
Step 6: Emergency Contact 14
Step 7 & 8: Federal & State Tax Forms 15
Federal W-4 15
State Tax Forms 16
Step 9: Payment Options 17
Reloadable Debit Cards 17
Step 10: Review and Sign – Policies and Procedures 18
Step 11: Customized Questions 18
Step 12: Finalize Paperwork and Send to Manager 18
Manager Review Process 20
Step 1: Log In 20
Step 2: Launching the Employee Paperwork 20
Step 3: Job Offer Discrepancy Notification 20

Step 4: Review Form I-9, Section 1 21
Step 5: I-9 Verification Documents 21
Step 6: Form I-9, Section 2 22
Step 7: Review I-9, Section 2 22
Step 8: Prepare and Attach Documents 23
Step 9: Pay Card Details 23
Step 10: Document Upload 24
Step 11: Attach Document(s) 24
Step 12: E-Verify 24
Locating the Documents 25
Payroll Report 25
Adding an Existing Employee 26
Attaching Documents to Employee Record 27
Re-signing Policies 28
Compliance Reporting 29
Paperwork Status Report 29
Understanding the Paperwork Status Report 29
Paperwork Audit Report 30

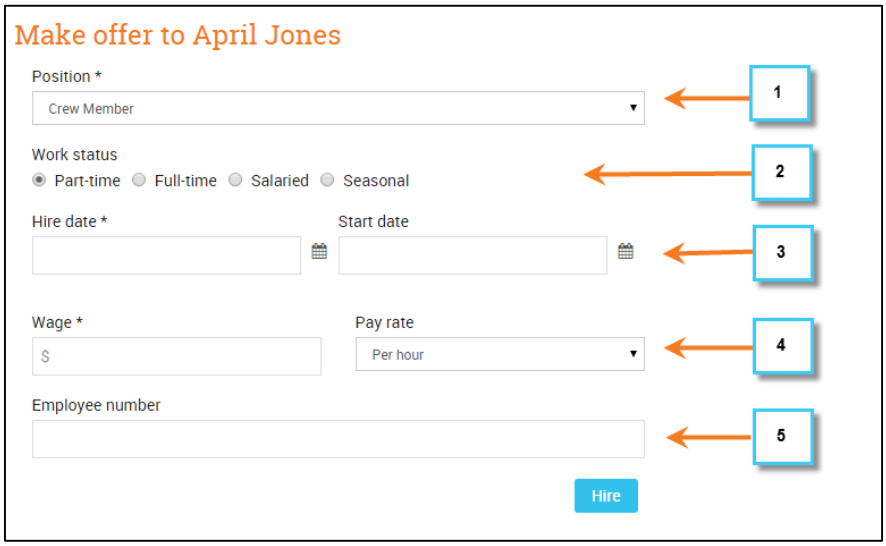
Note

If your company uses the Snagajob Hiring Manager platform to receive online applications, please start with page 3 of this guide. After reading page 4, you may proceed to page 6.

If your company does not use the Snagajob Hiring Manager platform to receive applications, please begin with page 5 of this guide.

Hire (Companies using Hiring Manager + Onboarding)

- To begin the Onboarding process, you must first hire your new employee. To hire, click the *Hire* button at the top right of the application.
- At this point a new hire form will display.
    - It is important to ensure that the details entered on this page are accurate as this information will be displayed to the employee during the new hire paperwork process.

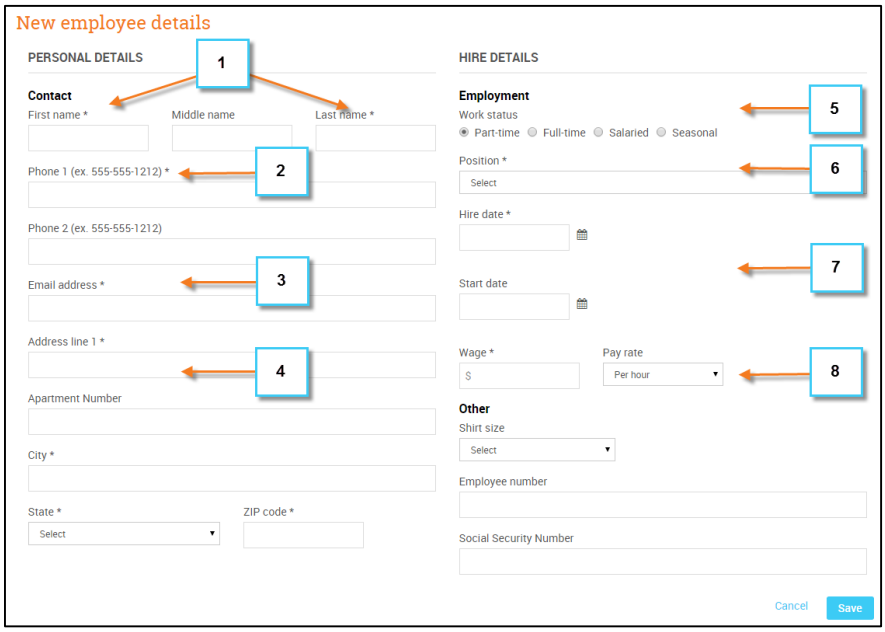


New Hire Form Explained	
1. Position	• Populates from the application • You can change this position using the dropdown. ○ **NOTE**: Positions listed in the dropdown are specific to your organization.
2. Work Status	• Pre-populates to Part-time • You can change this to Full-time, Salaried or Seasonal.
3. Hire Date & Start Date	• Choose the Hire date & Start date from the calendar dropdown icon located to the right of each field
4. Wage & Pay Rate	• Enter the employee's starting wage • Pay rate will default to per hour ○ You can change this to per day, per week or per year based on how your company classifies this information.
5. Employee Number	• You can enter the employee number in this field. ○ If you don't have the employee number at the time of hire, you can leave it blank and add it to the employee record later in the process.

- Once the hire details are complete and accurate, click the blue *Hire* button at the bottom right of the page to save the employee record.
- At this time a welcome email will be sent to the new hire to allow him/her to complete their paperwork.
    - ***You may now skip to*** ***page 6***

Hire (Companies using Onboarding only)

- To begin the Onboarding process, you must first add your new employee to the Snagajob system.
- To add your employee, click on the *Employees* tab at the top of your Dashboard.
- Click the *Hire new employee* option on the left side of the page
- At this point, a New employee details form will display.
    - It is important to ensure that the details entered on this page are accurate, as this information will be displayed to the employee during the New Hire paperwork process.



New Employee Details Form Explained	
1. First/Last Name	• Enter the new hire's first and last name
2. Phone Number	• Enter the new hire's phone number
3. Email Address	• Enter the new hire's email address • This will be the employee's username to enter when completing the Onboarding process.
4. Address/City/State/Zip Code	• Enter the new hire's address
5. Work Status	• Pre-populates to Part-time • Can be changed to Full-time, Salaried or Seasonal
6. Position	• Select the employee's position
7. Hire Date & Start Date	• Choose the Hire date and Start date from the calendar dropdown icon located to the right of each field
8. Wage & Pay Rate	• Enter the employee's starting wage • Pay rate will default to per hour ○ This can be changed to per day, per week or per year depending on how your company classifies this information.

Starting the Onboarding Process

- Your new employee can complete the new hire paperwork one of two ways.

1. Complete at Home *(preferred method)*	• Completed before the first day of work • Employee will click the *Start Paperwork* link within the welcome email**
2. Complete in the Location	• Completed on the first day of work • Manager launches the paperwork within their Snagajob account to allow the employee to sign in and complete the new hire paperwork.

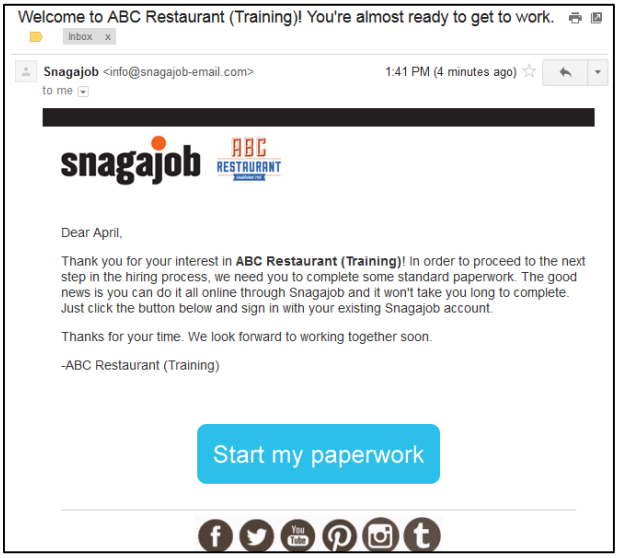
****NOTE**: The welcome email is automatically sent to all employees at time of hire.

Complete at Home

- When your new employee is hired, an automatic welcome email is generated from the system and sent to the new employee via email.
  - **NOTE**: The email is sent to the email address listed on the employee's application.
- The new employee will click *Start my paperwork* within the email to complete the Onboarding process from home.

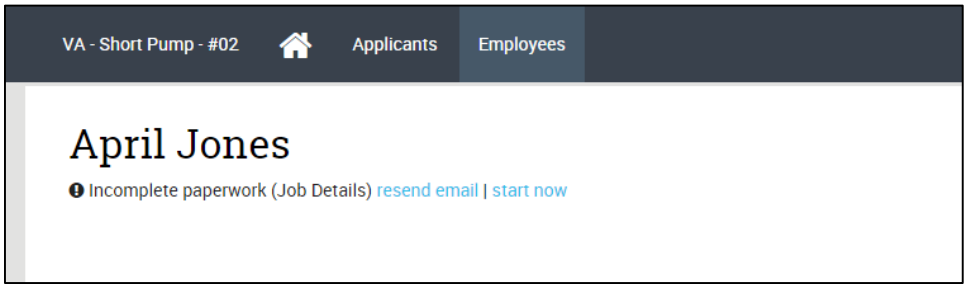
What If the Employee Can't Locate the Welcome Email?

- As a manager, you have the ability to resend the welcome email to your new employee.
- If the employee does not receive the welcome email, first verify that the email address on file for the employee is correct.
  - To verify, click the *Employee* tab.
  - Click the employee's name within the Employee list
  - View the email address on the Employee details tab
  - If the email address is correct
    - Have the employee check their Junk/SPAM mail folder
    - If the email is not in the Junk/SPAM mail folder, click resend email at the top of the page to send a new email to the employee.
  - If the email address is incorrect
    - Click the blue *Edit* button on the Employee details tab
    - Change the email address field to reflect the correct email address
    - Click *Save* at the bottom right of the page
    - Once you have saved the new email address, click resend email at the top of the page to send a new email to the employee.

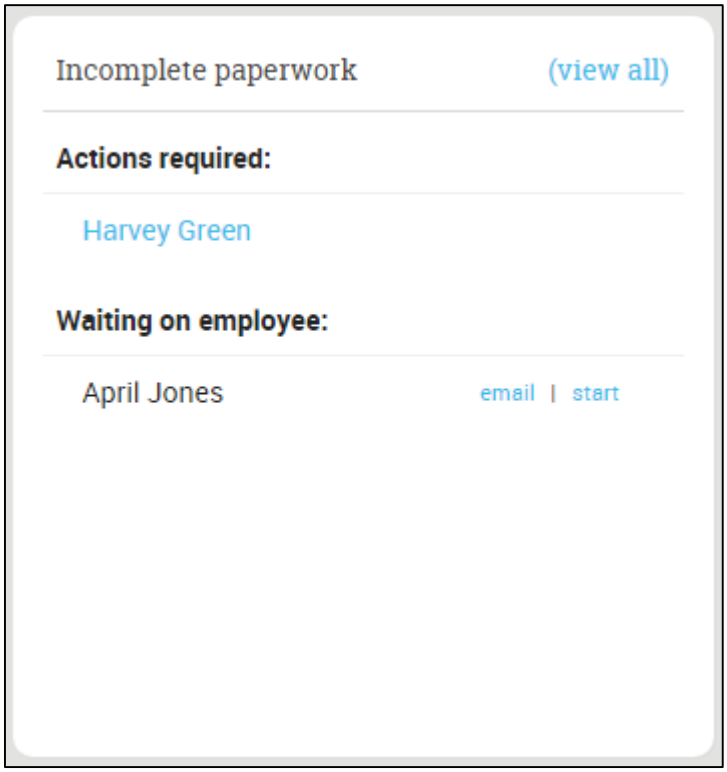

Welcome to ABC Restaurant (Training)! You're almost ready to get to work.
Inbox
Snagajob <info@snagajob-email.com>
1:41 PM (4 minutes ago)
to me
snagajob
ABC RESTAURANT
Dear April,
Thank you for your interest in ABC Restaurant (Training)! In order to proceed to the next step in the hiring process, we need you to complete some standard paperwork. The good news is you can do it all online through Snagajob and it won't take you long to complete. Just click the button below and sign in with your existing Snagajob account.
Thanks for your time. We look forward to working together soon.
-ABC Restaurant (Training)
Start my paperwork

Complete in the Location

- If the employee is not able to complete his/her paperwork from home, the Start now option will allow you to launch the Onboarding process for the employee on your location computer when the employee comes in on their first day of work.
- To launch the Onboarding process you may click the *Start* link next to the employee's name on the Incomplete paperwork Dashboard or you can click Start now on the Employee record for that employee.

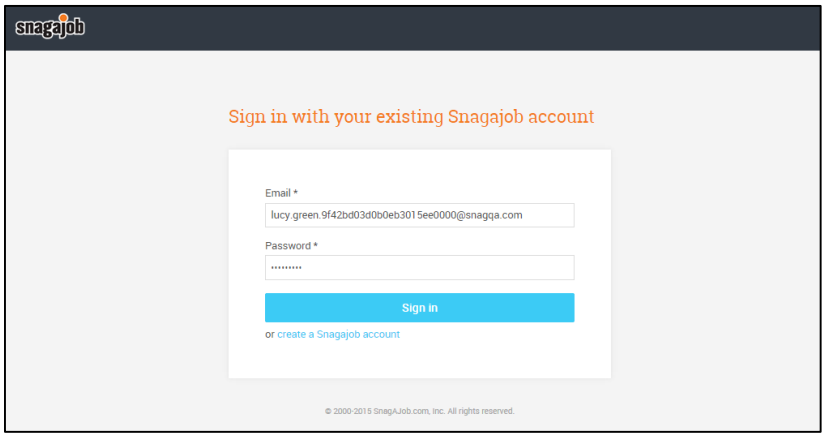


- The employee's name will remain in the Waiting on employee category of your Incomplete paperwork Dashboard until he/she has completed the paperwork.



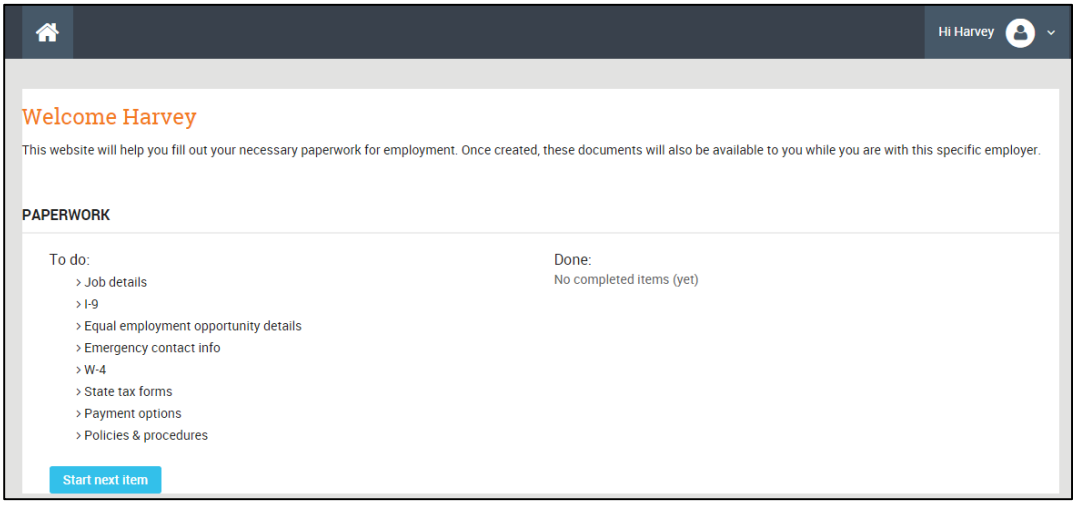
New Hire Onboarding Process

Step 1: Log In



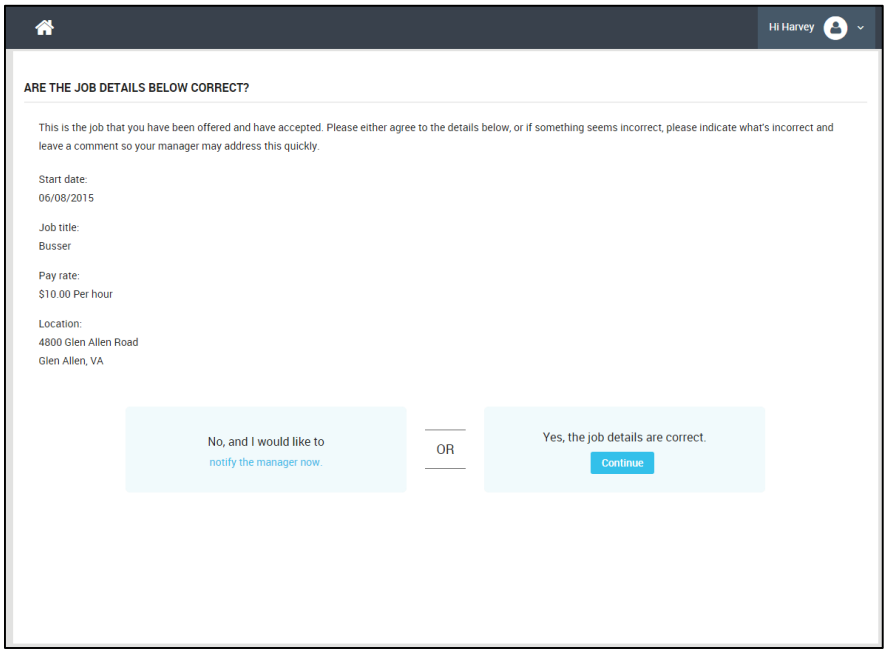
- The employee will use their Snagajob username and password to sign in to the Onboarding portal.
    - This is the same email address and password the employee used when applying to your company.
    - The email address will automatically populate.
- Upon sign in, the employee will answer two security questions. This will allow their password to be reset if needed in the future.

Step 2: Welcome Screen

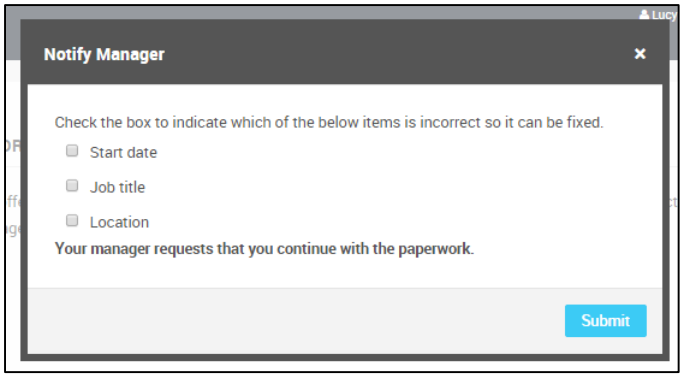

Hi Harvey
Welcome Harvey
This website will help you fill out your necessary paperwork for employment. Once created, these documents will also be available to you while you are with this specific employer.
PAPERWORK
To do:
› Job details
› I-9
› Equal employment opportunity details
› Emergency contact info
› W-4
› State tax forms
› Payment options
› Policies & procedures
Done:
No completed items (yet)
Start next item

- The employee will read the instructions on this page and view their paperwork To do list.
- The employee will click *Start next item* to begin the process.

Step 3: Job Details Agreement


Hi Harvey
ARE THE JOB DETAILS BELOW CORRECT?
This is the job that you have been offered and have accepted. Please either agree to the details below, or if something seems incorrect, please indicate what's incorrect and leave a comment so your manager may address this quickly.
Start date:
06/08/2015
Job title:
Busser
Pay rate:
$10.00 Per hour
Location:
4800 Glen Allen Road
Glen Allen, VA
No, and I would like to
notify the manager now.
OR
Yes, the job details are correct.
Continue

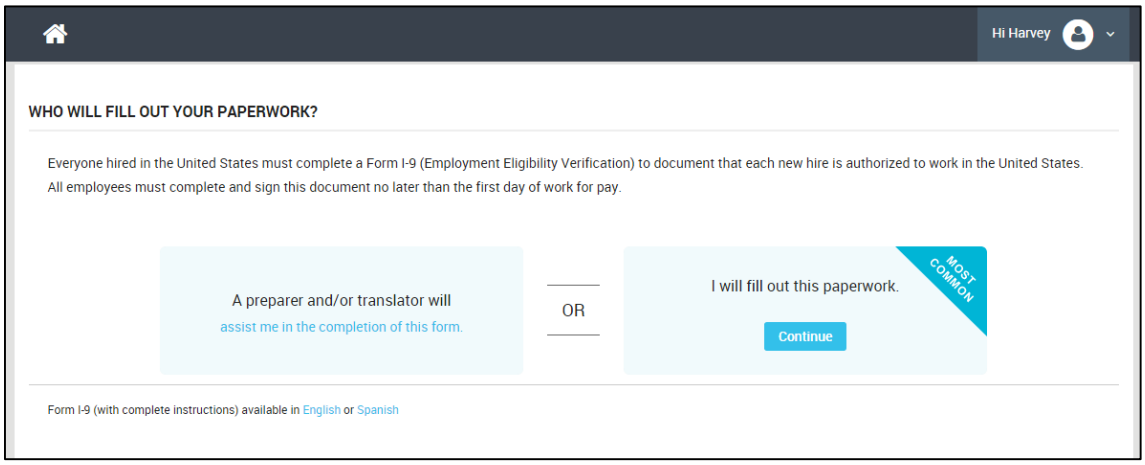
- The job details will display based on the information the manager entered when hiring the new employee.
    - Items include:
        - Start date
        - Job title
        - Pay rate
        - Location address
- If the employee feels the job details are correct, he/she may click *Continue* to proceed.
- If the employee feels the job details are incorrect, he/she may select to notify the manager of the discrepancy found.
    - If the employee chooses to notify the manager, he/she should select the field that they disagree with and the system will notify the manager during the I-9 verification process (see page 18).


Lucy
Notify Manager
Check the box to indicate which of the below items is incorrect so it can be fixed.
Start date
Job title
Location
Your manager requests that you continue with the paperwork.
Submit

NOTE: *Multiple items may be selected by the employee.*

Step 4: Form I-9, Section 1

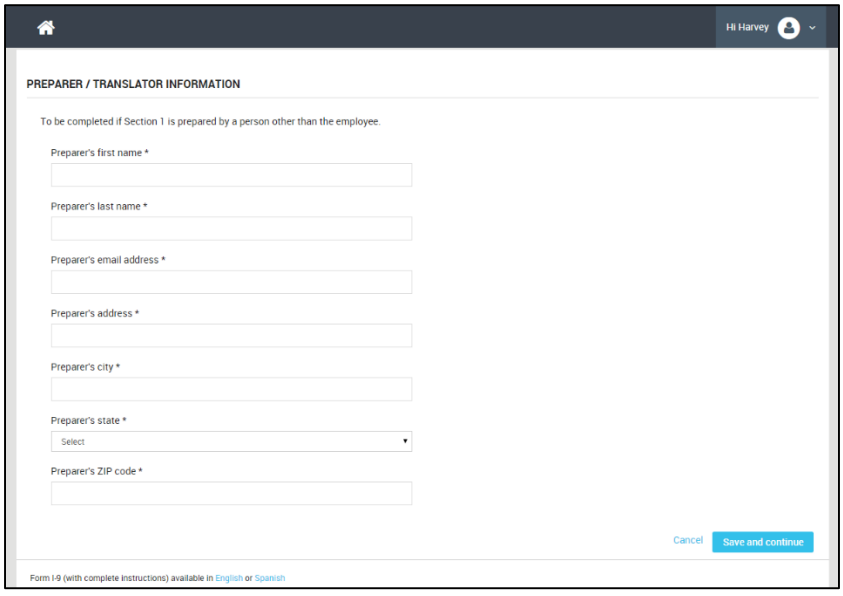
Step 4a: Who Will Fill Out Your Paperwork?


Hi Harvey
WHO WILL FILL OUT YOUR PAPERWORK?
Everyone hired in the United States must complete a Form I-9 (Employment Eligibility Verification) to document that each new hire is authorized to work in the United States.
All employees must complete and sign this document no later than the first day of work for pay.
A preparer and/or translator will
assist me in the completion of this form.
OR
I will fill out this paperwork.
MOST COMMON
Continue
Form I-9 (with complete instructions) available in English or Spanish

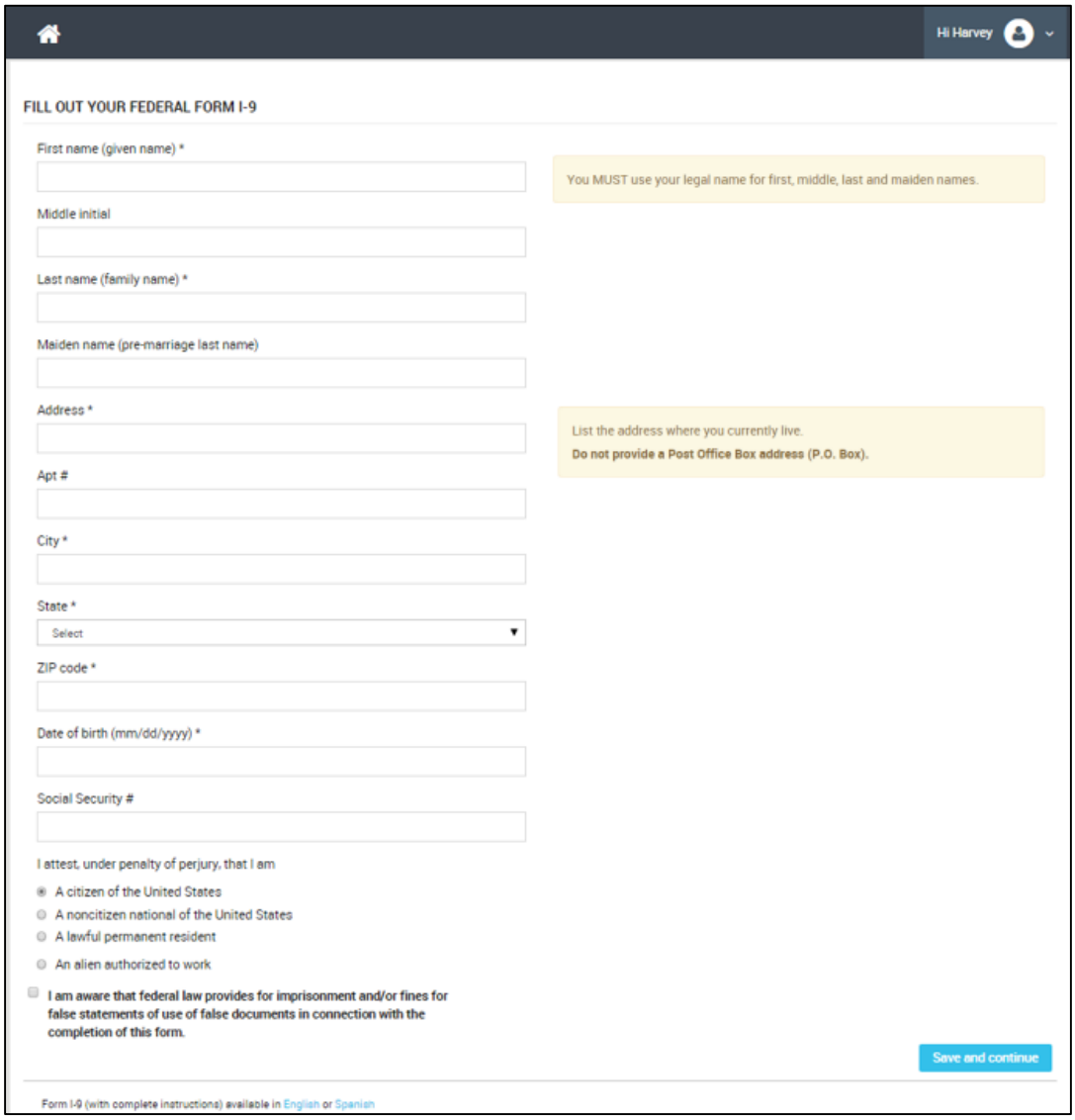
- The employee has the option to choose that they will complete the paperwork on their own or they may have a preparer and/or translator complete the paperwork on their behalf.
- If the employee will complete the paperwork on their own, they may click *Continue*.
- If the paperwork will be completed with the assistance of a preparer and/or translator, the employee (or preparer) should choose the Preparer/Translator option to allow the person assisting the employee to enter their information for the I-9.

Preparer/Translator

- In this step, the preparer/translator will need to enter their information to display in the Preparer/Translator Information section of the Form I-9.
- After the Preparer/Translator information is complete, he/she will complete the employee's Form I-9, Section 1.
- An email will be sent to the Preparer/Translator to allow him/her to electronically sign the Form I-9 once completed.

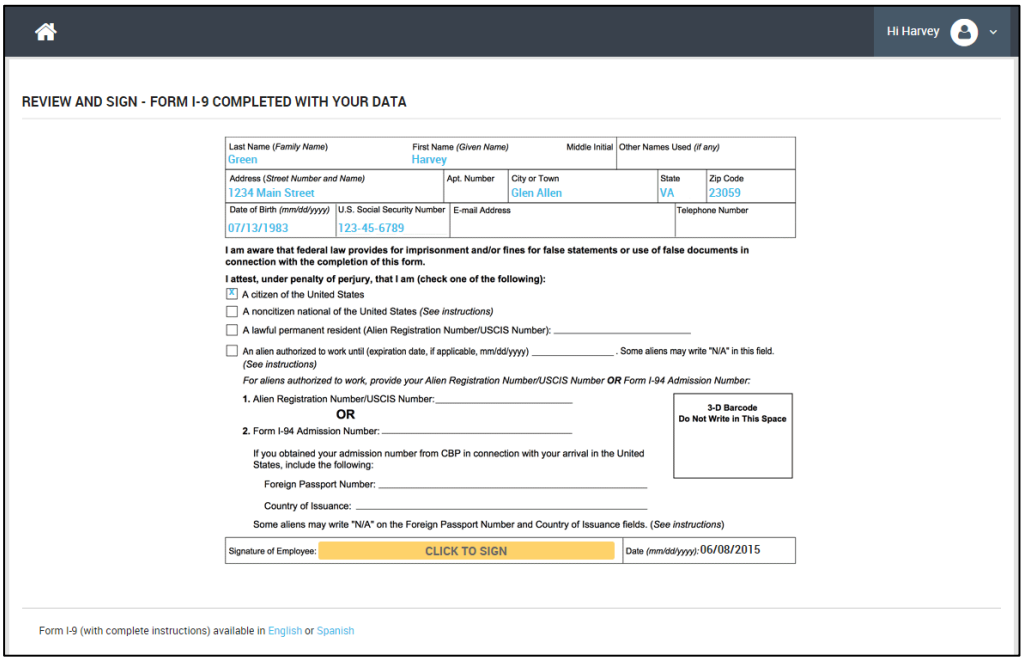

Hi Harvey
PREPARER / TRANSLATOR INFORMATION
To be completed if Section 1 is prepared by a person other than the employee.
Preparer's first name *
Preparer's last name *
Preparer's email address *
Preparer's address *
Preparer's city *
Preparer's state *
Select
Preparer's ZIP code *
Cancel
Save and continue
Form I-9 (with complete instructions) available in English or Spanish

Step 4b: Fill Out Your Federal Form I-9


Hi Harvey
FILL OUT YOUR FEDERAL FORM I-9
First name (given name) *
You MUST use your legal name for first, middle, last and maiden names.
Middle initial
Last name (family name) *
Maiden name (pre-marriage last name)
Address *
List the address where you currently live.
Do not provide a Post Office Box address (P.O. Box).
Apt #
City *
State *
Select
ZIP code *
Date of birth (mm/dd/yyyy) *
Social Security #
I attest, under penalty of perjury, that I am
A citizen of the United States
A noncitizen national of the United States
A lawful permanent resident
An alien authorized to work
I am aware that federal law provides for imprisonment and/or fines for false statements of use of false documents in connection with the completion of this form.
Save and continue
Form I-9 (with complete instructions) available in English or Spanish

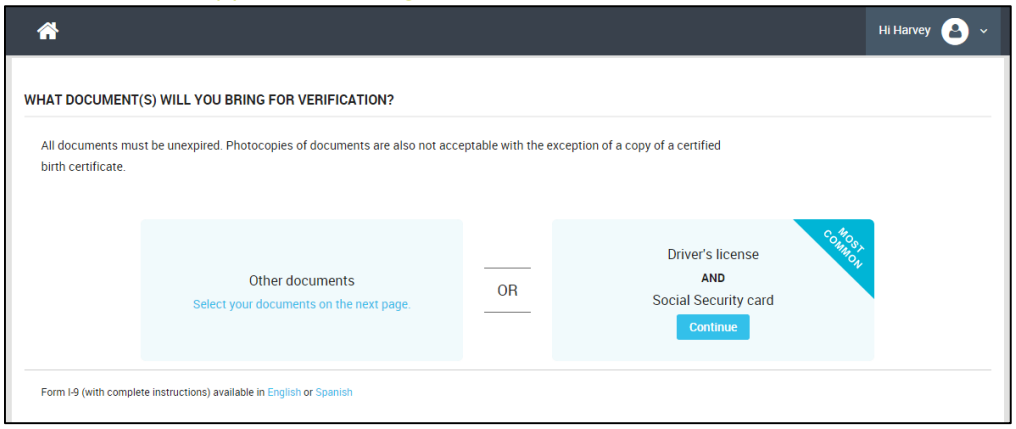
- The Form I-9, Section 1 information should be completed by the employee or the preparer (if applicable).
- Help text will display for the employee as they are completing the fields

Step 4c: Review and Sign – Form I-9, Section 1

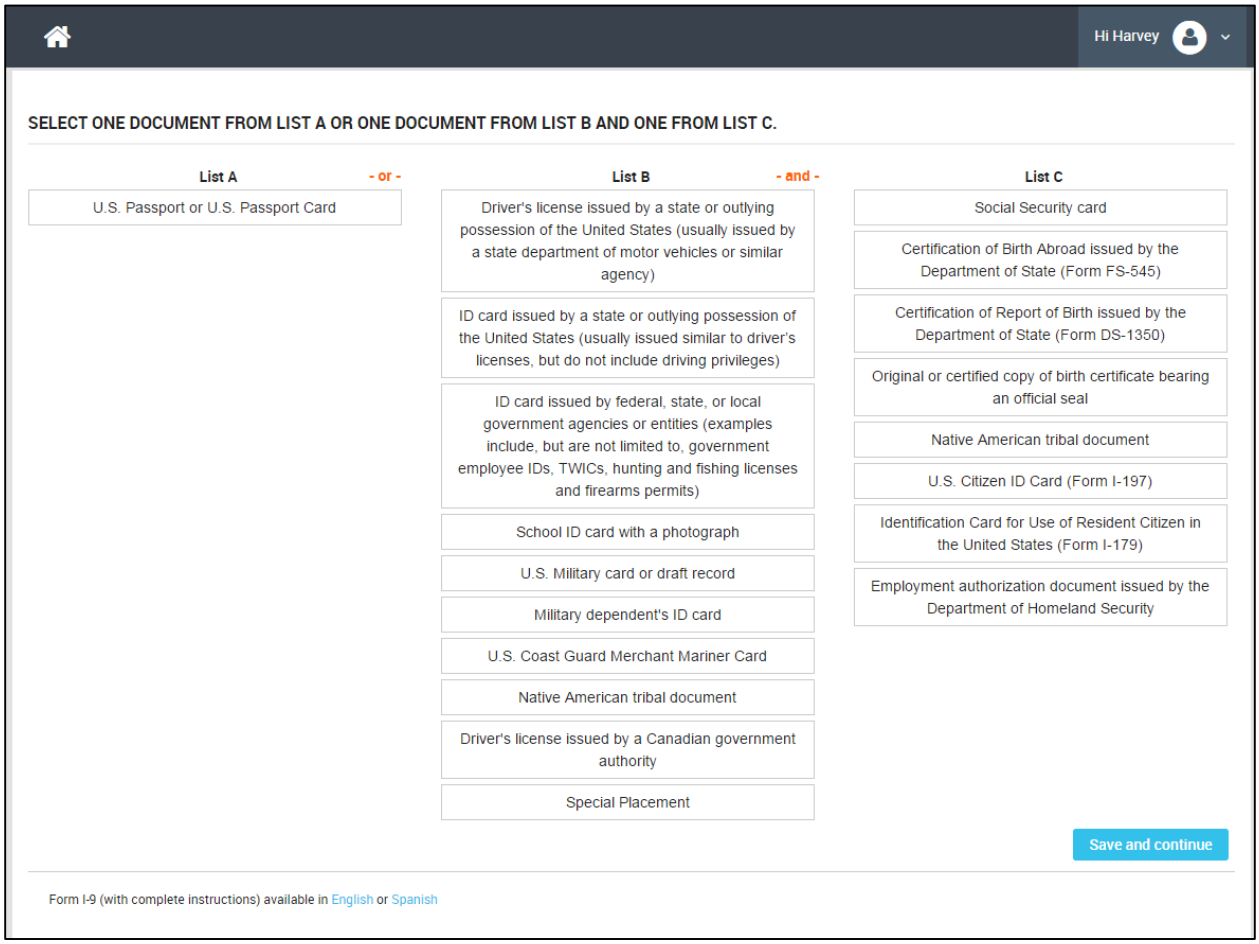

Hi Harvey
REVIEW AND SIGN - FORM I-9 COMPLETED WITH YOUR DATA
Last Name (Family Name) Green
First Name (Given Name) Harvey
Middle Initial
Other Names Used (if any)
Address (Street Number and Name) 1234 Main Street
Apt. Number
City or Town Glen Allen
State VA
Zip Code 23059
Date of Birth (mm/dd/yyyy) 07/13/1983
U.S. Social Security Number 123-45-6789
E-mail Address
Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following):
A citizen of the United States
A noncitizen national of the United States (See instructions)
A lawful permanent resident (Alien Registration Number/USCIS Number):
An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number:
OR
2. Form I-94 Admission Number:
If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:
Foreign Passport Number:
Country of Issuance:
Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)
3-D Barcode Do Not Write in This Space
Signature of Employee: CLICK TO SIGN
Date (mm/dd/yyyy): 06/08/2015
Form I-9 (with complete instructions) available in English or Spanish

- Employee should review the completed Section 1 information
- Any information in blue text may be modified by clicking on the text.
- Once the information is accurate, the employee should click the yellow *CLICK TO SIGN* button to sign the form.
    - The system will ask the employee to enter their password and click *Set Signature* to complete the electronic signature.

Step 4d: What Document(s) Will You Bring In for Verification?


Hi Harvey
WHAT DOCUMENT(S) WILL YOU BRING FOR VERIFICATION?
All documents must be unexpired. Photocopies of documents are also not acceptable with the exception of a copy of a certified birth certificate.
Other documents
Select your documents on the next page.
OR
MOST COMMON
Driver's license
AND
Social Security card
Continue
Form I-9 (with complete instructions) available in English or Spanish

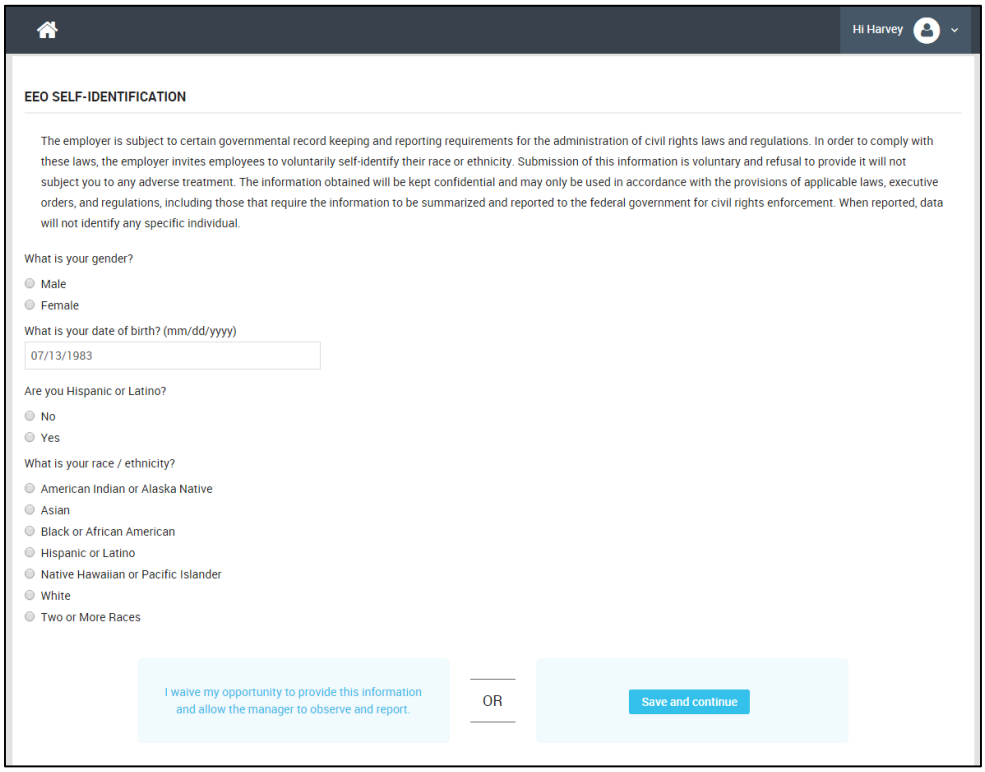
- The employee should select the document or set of documents they will bring in to verify their employment eligibility.
- The most common selection is highlighted for convenience.
- If the employee would like to provide a different document or set of documents they should select the *Other documents* option and select the appropriate document(s) from the pre-populated lists. (see page 13)


Hi Harvey
SELECT ONE DOCUMENT FROM LIST A OR ONE DOCUMENT FROM LIST B AND ONE FROM LIST C.
List A
- or -
U.S. Passport or U.S. Passport Card
List B
- and -
Driver's license issued by a state or outlying possession of the United States (usually issued by a state department of motor vehicles or similar agency)
ID card issued by a state or outlying possession of the United States (usually issued similar to driver's licenses, but do not include driving privileges)
ID card issued by federal, state, or local government agencies or entities (examples include, but are not limited to, government employee IDs, TWICs, hunting and fishing licenses and firearms permits)
School ID card with a photograph
U.S. Military card or draft record
Military dependent's ID card
U.S. Coast Guard Merchant Mariner Card
Native American tribal document
Driver's license issued by a Canadian government authority
Special Placement
List C
Social Security card
Certification of Birth Abroad issued by the Department of State (Form FS-545)
Certification of Report of Birth issued by the Department of State (Form DS-1350)
Original or certified copy of birth certificate bearing an official seal
Native American tribal document
U.S. Citizen ID Card (Form I-197)
Identification Card for Use of Resident Citizen in the United States (Form I-179)
Employment authorization document issued by the Department of Homeland Security
Save and continue
Form I-9 (with complete instructions) available in English or Spanish

Example of list documentation for an employee who is a citizen of the U.S., is over 18 years of age, and whose company participates in E-Verify through the Snagajob platform.

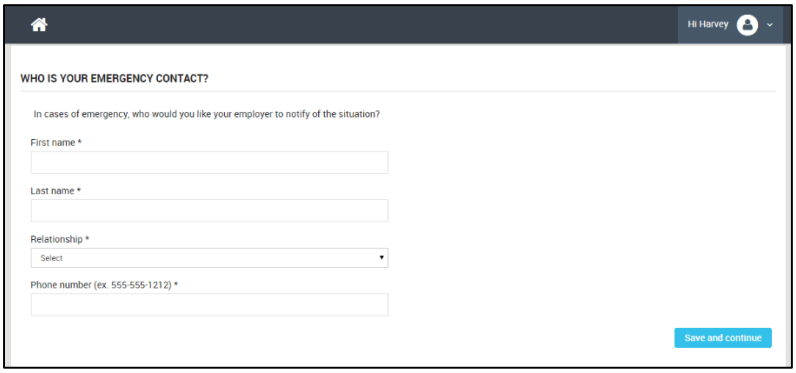
- The list of documents that will display for the employee is dynamic based on the following:
  - **Work authorization status chosen on the Form I-9**
    - Example: If an employee indicates that he/she is a Citizen of the U.S., only forms that are applicable to a citizen will display. (Documents such as a Foreign passport would be removed)
  - **Age**
    - If an employee's date of birth indicates that he/she is over 18 years of age, documents such as day care record, school report card, etc. are removed.
  - **E-Verify**
    - If your company is using the E-Verify integration through your Snagajob platform, any List B document that does not contain a photograph will be removed.
      - It is a requirement of E-Verify that all List B documentation contain a photograph.

Step 5: EEO Self-Identification


Hi Harvey
EEO SELF-IDENTIFICATION
The employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.
What is your gender?
Male
Female
What is your date of birth? (mm/dd/yyyy)
07/13/1983
Are you Hispanic or Latino?
No
Yes
What is your race / ethnicity?
American Indian or Alaska Native
Asian
Black or African American
Hispanic or Latino
Native Hawaiian or Pacific Islander
White
Two or More Races
I waive my opportunity to provide this information and allow the manager to observe and report.
OR
Save and continue

- The employee will receive the opportunity to complete the Equal Employment Opportunity self-identification information.
- If the new hire would like to complete this, they can fill out the information and click *Save and continue*.
- If the new hire would like to waive the opportunity to provide the information, they may select the option to the bottom left of the page.
    - If the employee waives their opportunity to provide the information, the manager will be asked to observe and report the perceived EEO information during the Manager Review process.

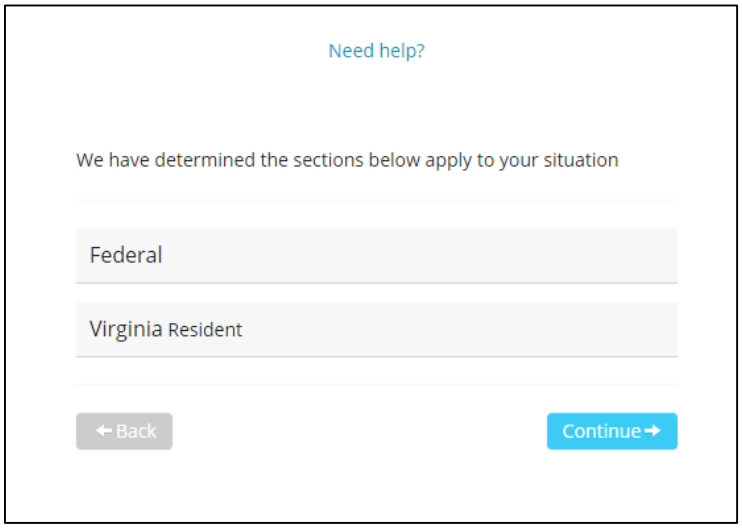
Step 6: Emergency Contact


Hi Harvey
WHO IS YOUR EMERGENCY CONTACT?
In cases of emergency, who would you like your employer to notify of the situation?
First name *
Last name *
Relationship *
Select
Phone number (ex. 555-555-1212) *
Save and continue

- The employee should complete the emergency contact information and click *Save and continue*.

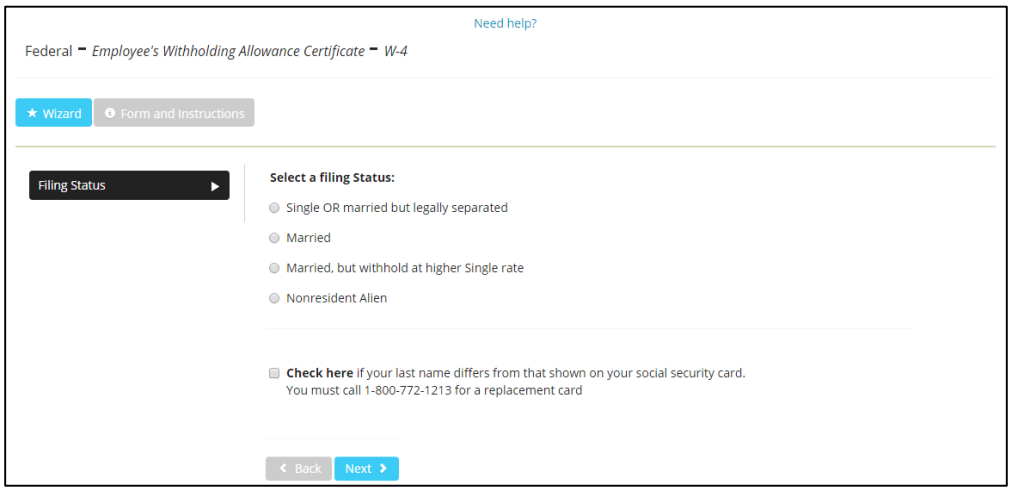
Step 7 & 8: Federal & State Tax Forms

- The employee will see a landing page that will display the tax forms they are about to complete.



Federal W-4

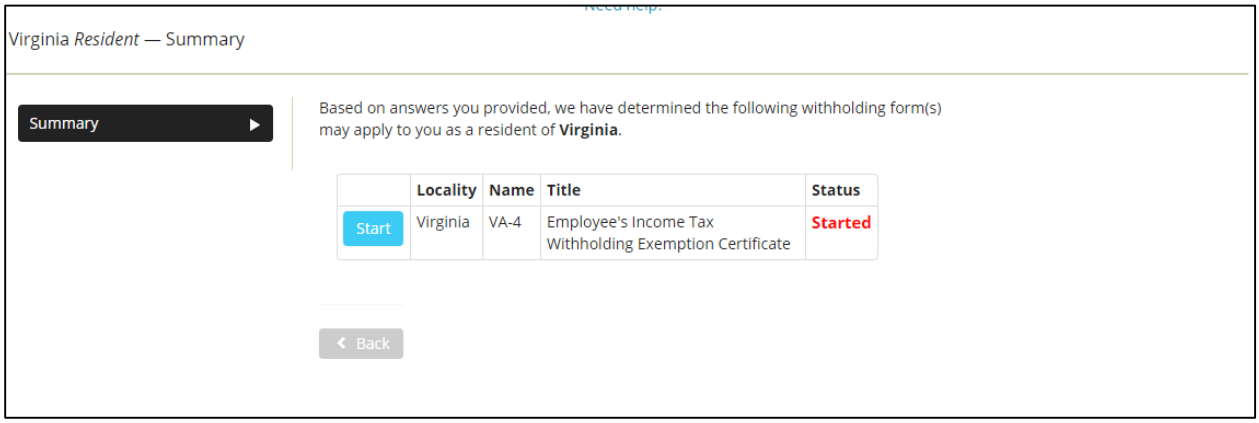
- Employee has the ability to switch between the completion wizard and the Federal W-4 form to review instructions


Need help?
Federal – *Employee's Withholding Allowance Certificate* – *W-4*
Wizard
Form and Instructions
Filing Status
Select a filing Status:
Single OR married but legally separated
Married
Married, but withhold at higher Single rate
Nonresident Alien
Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a replacement card
Back
Next

- The employee has the ability to complete the Personal Allowances Worksheet within the W-4 completion wizard.
- The employee will have the ability to review their completed W-4 and sign the form by clicking Submit Form.
  - If any edits need to be made throughout the process, the employee may click Back or 'return to the previous page' to modify information.

State Tax Forms

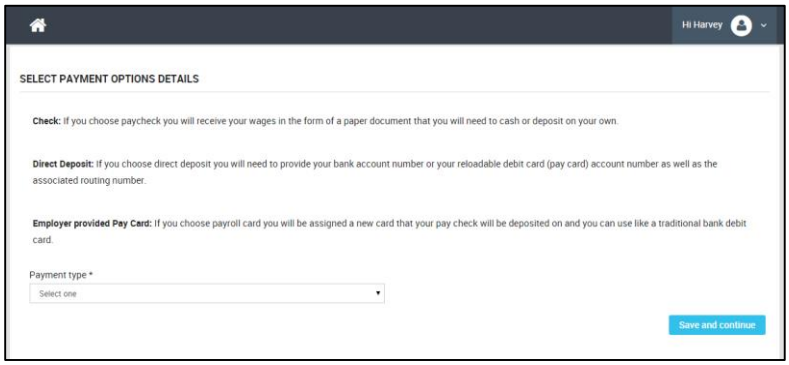
- State tax forms display based on the employee's location information and the location at your organization where he/she will be working.



- Our tax form solution will automatically account for state reciprocity.
  - Over 140 state and local tax forms are supported.
- NOTE: Employees that do not have State or local tax forms to complete will not be prompted to fill out state or local tax forms.

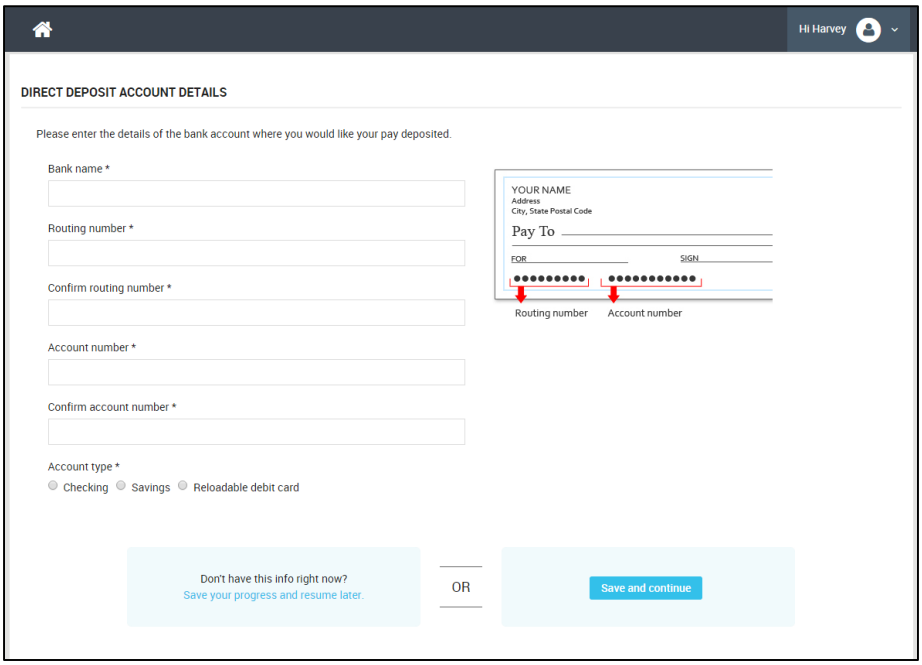
- All fields within the Federal W-4 and State/Local forms are validated and required.

Step 9: Payment Options


Hi Harvey
SELECT PAYMENT OPTIONS DETAILS
Check: If you choose paycheck you will receive your wages in the form of a paper document that you will need to cash or deposit on your own.
Direct Deposit: If you choose direct deposit you will need to provide your bank account number or your reloadable debit card (pay card) account number as well as the associated routing number.
Employer provided Pay Card: If you choose payroll card you will be assigned a new card that your pay check will be deposited on and you can use like a traditional bank debit card.
Payment type *
Select one
Save and continue

- If more than one payment option is available at your organization, the employee must select their preferred payment method from the dropdown and click *Save and continue*.
    - If check or employer provided pay card is selected, no additional information will be required from the employee.
    - If direct deposit is selected, the employee will proceed to the direct deposit page to enter their account information.

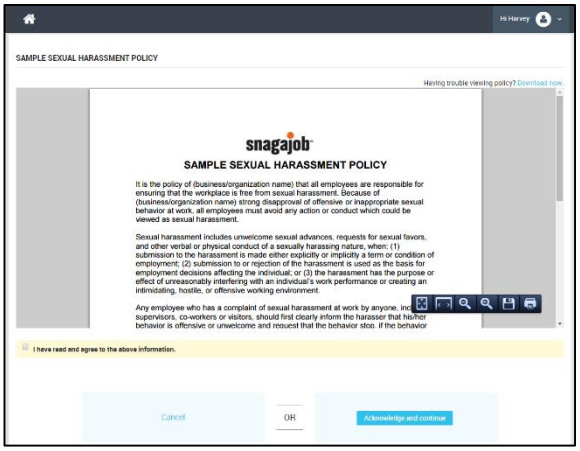
Reloadable Debit Cards



- If your employee would like to use a pay card that he/she purchased on their own (any card not issued by your company), that employee should choose Direct Deposit as their payment option.
- On this page, the employee will need to provide the routing number associated with that pay card, as well as the card number and bank name.
    - To obtain the routing number, the employee should contact the card's customer service number typically located on the back of their pay card.

Step 10: Review and Sign – Policies and Procedures

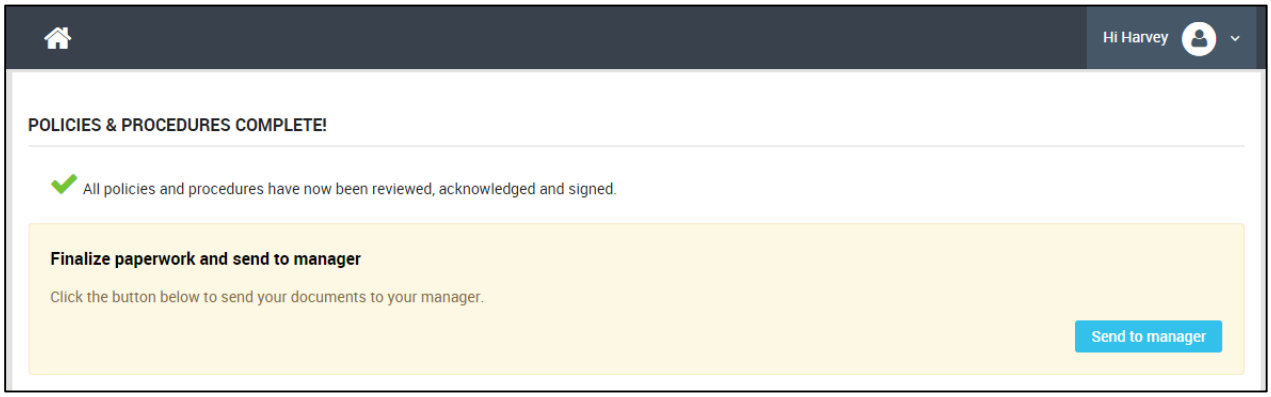
- Each of your company's policies will display, one at a time, allowing the employee to read the information and acknowledge the form by checking the checkbox at the bottom of the page.
- These are the review & sign policies only.
    - Any policy that requires the employee to complete information will be located in the Manager Review process and discussed on page 21.
- The employee should click *Acknowledge and continue* to move to the next policy.
- After all policies have been acknowledged, the employee will electronically sign an acknowledgement page by clicking the yellow *CLICK TO SIGN* button.
- The system will ask the employee to enter their password and *Set Signature* to sign the forms.
    - A digital signature will be placed at the bottom of the last page of each policy.



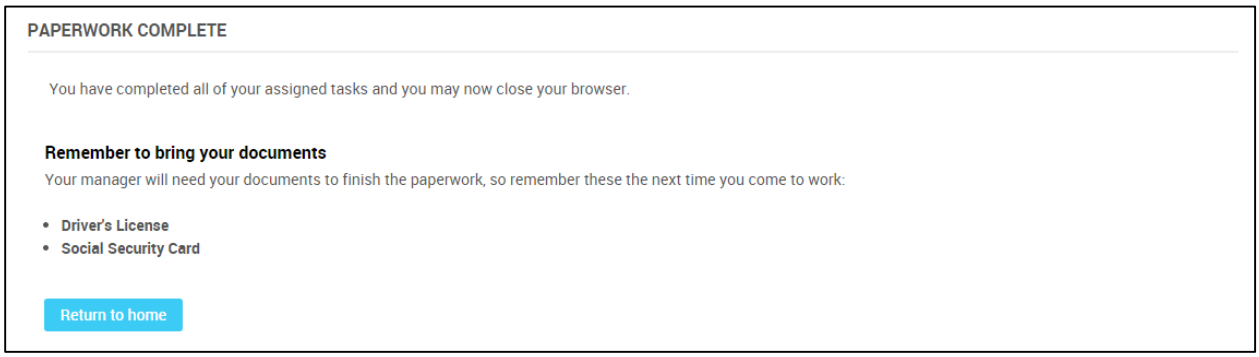
Step 11: Customized Questions

- The customized questions panel allows your organization to add a few company specific questions.
- If your company is utilizing this feature, the questions will appear for the employee to answer.

Step 12: Finalize Paperwork and Send to Manager


Hi Harvey
POLICIES & PROCEDURES COMPLETE!
All policies and procedures have now been reviewed, acknowledged and signed.
Finalize paperwork and send to manager
Click the button below to send your documents to your manager.
Send to manager

- After all steps are complete, the employee will finalize their paperwork by clicking the blue *Send to manager* button.
- At this point, the employee's portion of the paperwork is now complete.


PAPERWORK COMPLETE
You have completed all of your assigned tasks and you may now close your browser.
Remember to bring your documents
Your manager will need your documents to finish the paperwork, so remember these the next time you come to work:
Driver's License
Social Security Card
Return to home

- After submission, the system will remind the employee of the verification document(s) they specified during the I-9 process.
- The employee may now sign out of the Onboarding portal.

IMPORTANT:

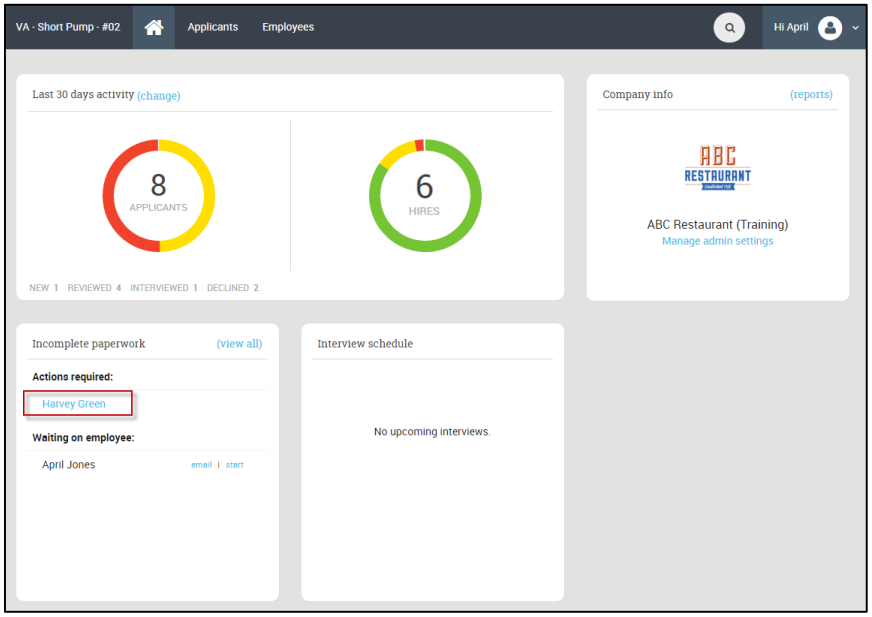
- The employee will have access to review the policies and procedures signed throughout this process for as long as they are a current employee with your organization.
- The employee will not have the ability to modify any documents completed during the Onboarding process.

Manager Review Process

Step 1: Log In

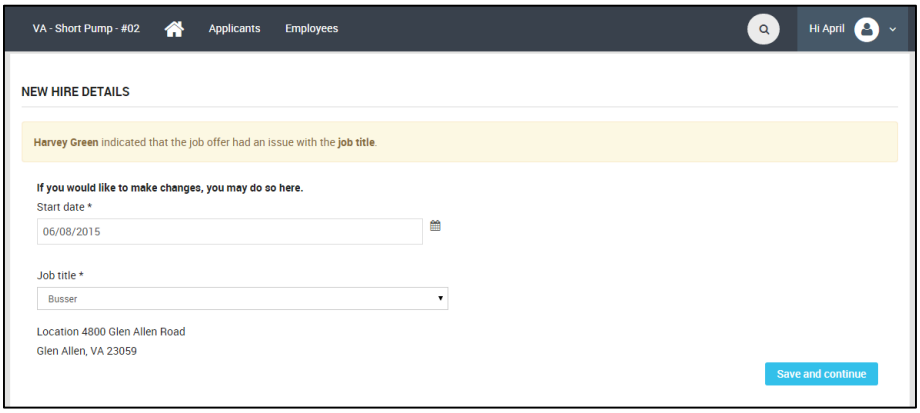
- Sign in to your Snagajob Hiring Manager account

Step 2: Launching the Employee Paperwork



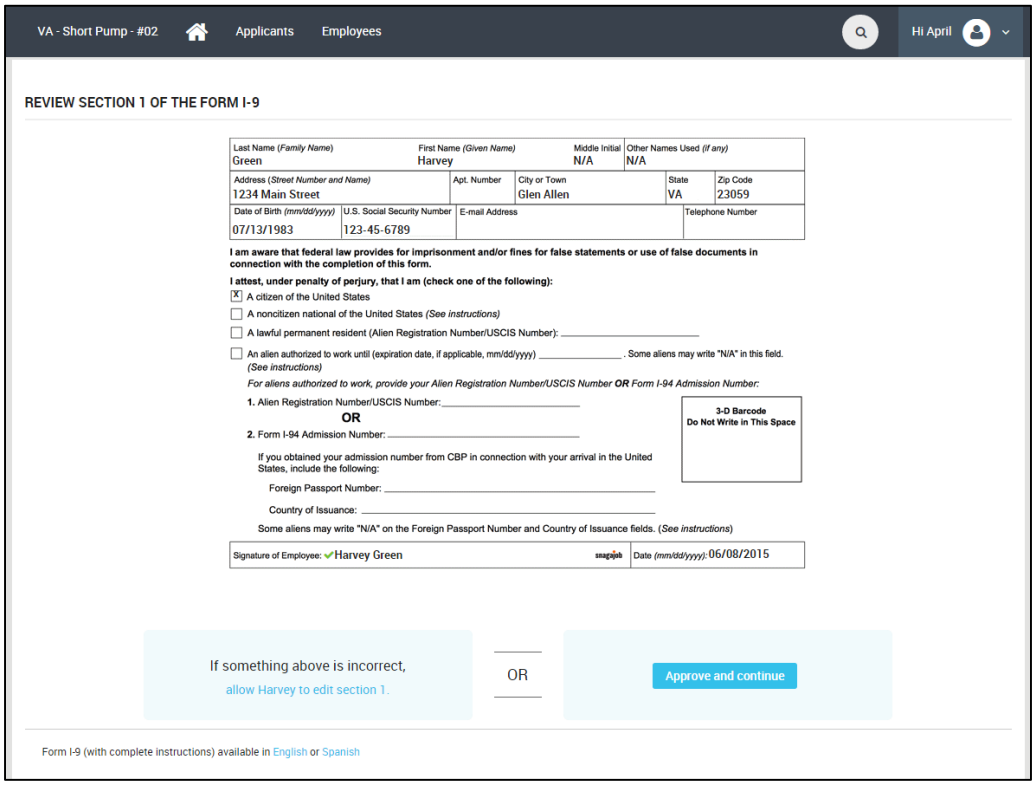
- Locate the employee's name on your Incomplete paperwork Dashboard
  - The employee's name will be listed under Action required
- Click the employee's name when you are ready to launch the Manager Review
  - This is typically conducted on the employee's first day of work.

Step 3: Job Offer Discrepancy Notification


VA - Short Pump - #02
Applicants
Employees
Hi April
NEW HIRE DETAILS
Harvey Green indicated that the job offer had an issue with the job title.
If you would like to make changes, you may do so here.
Start date *
06/08/2015
Job title *
Busser
Location 4800 Glen Allen Road
Glen Allen, VA 23059
Save and continue

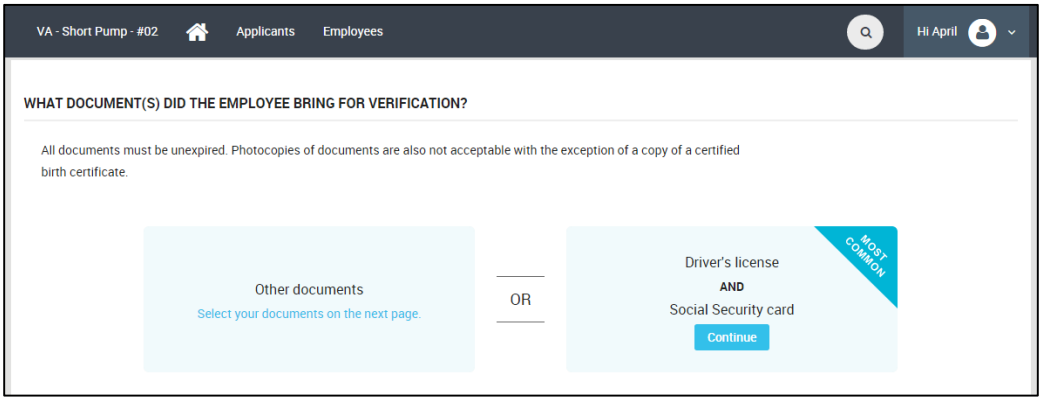
- This page will only display if the employee selected to notify the manager of a discrepancy with the job details.
- You can correct the information if it is inaccurate. Once all information is correct, click *Save and continue*.
- **NOTE:** The start date is very important as it is the date that displays on the I-9. Please be sure to correct this date if it is incorrect.

Step 4: Review Form I-9, Section 1


VA - Short Pump - #02
Applicants
Employees
Hi April
REVIEW SECTION 1 OF THE FORM I-9
Last Name (Family Name) Green
First Name (Given Name) Harvey
Middle Initial N/A
Other Names Used (if any) N/A
Address (Street Number and Name) 1234 Main Street
Apt. Number
City or Town Glen Allen
State VA
Zip Code 23059
Date of Birth (mm/dd/yyyy) 07/13/1983
U.S. Social Security Number 123-45-6789
E-mail Address
Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following):
A citizen of the United States
A noncitizen national of the United States (See instructions)
A lawful permanent resident (Alien Registration Number/USCIS Number):
An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number:
OR
2. Form I-94 Admission Number:
If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:
Foreign Passport Number:
Country of Issuance:
Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)
3-D Barcode Do Not Write in This Space
Signature of Employee: Harvey Green
Date (mm/dd/yyyy): 06/08/2015
If something above is incorrect,
allow Harvey to edit section 1.
OR
Approve and continue
Form I-9 (with complete instructions) available in English or Spanish

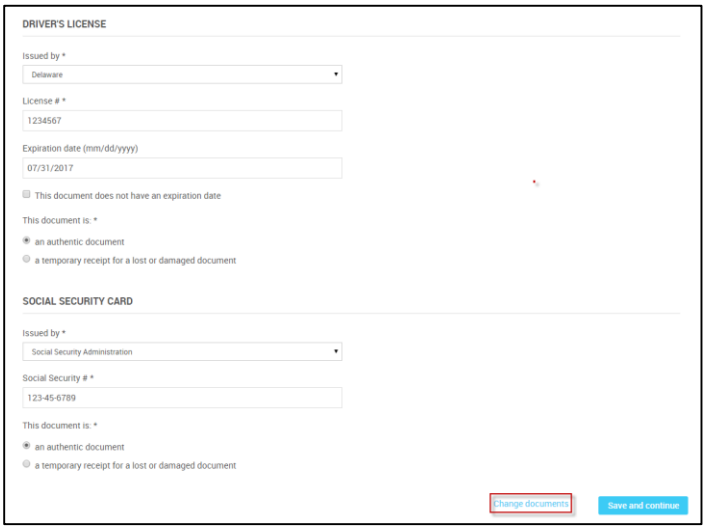
- As the manager, you will review Section 1 for accuracy.
- If the information is incorrect, you may click the option at the bottom left to allow the employee to sign in and edit the information on the Form I-9.
    - The employee will need to sign in to correct the information.
- Once the information is accurate, click *Approve and continue*.

Step 5: I-9 Verification Documents


VA - Short Pump - #02
Applicants
Employees
Hi April
WHAT DOCUMENT(S) DID THE EMPLOYEE BRING FOR VERIFICATION?
All documents must be unexpired. Photocopies of documents are also not acceptable with the exception of a copy of a certified birth certificate.
Other documents
Select your documents on the next page.
OR
MOST COMMON
Driver's license
AND
Social Security card
Continue

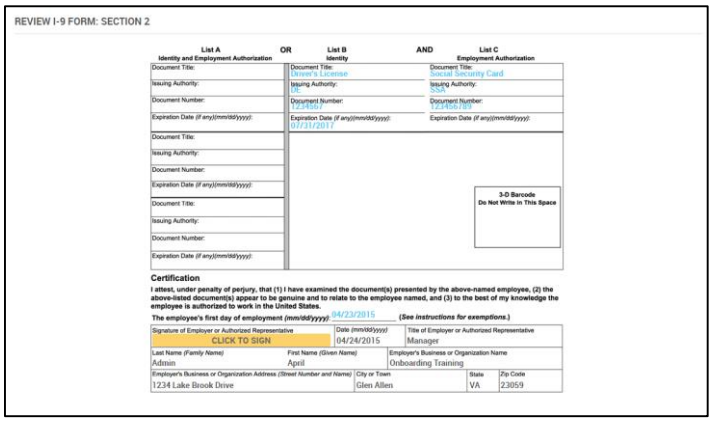
- You will be asked to confirm the documents that the employee has provided for I-9 verification.
- Choose the most common option if applicable or choose from the list of documents
    - For explanation on the list of documents, please see page 13.

Step 6: Form I-9, Section 2



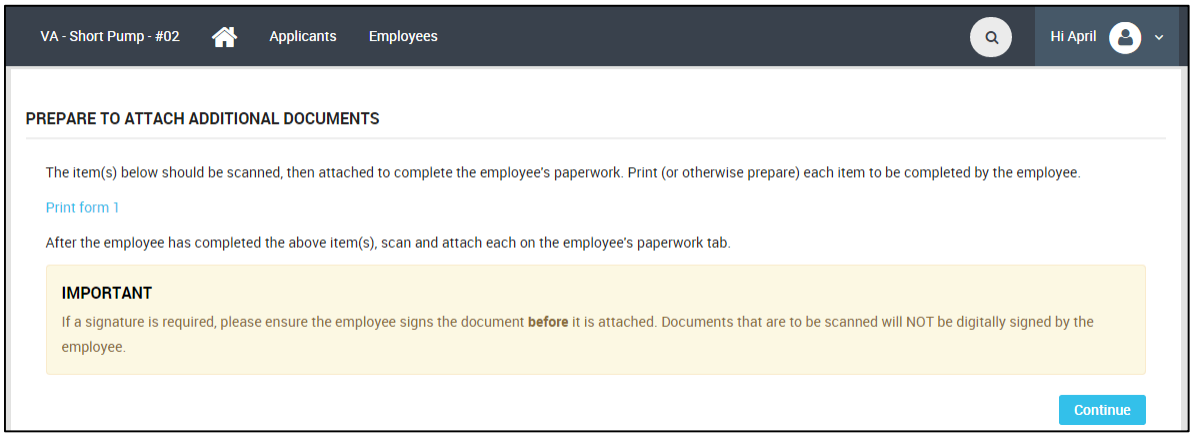
- Based on the information selected on the previous screen, the appropriate fields will display.
- Complete each field based on the documents presented by the new employee
    - If you realize you have selected an incorrect document, you may change the document fields by clicking *Change documents* at the bottom of the page.
    - This will allow you to go back to the list mentioned in Step 5 and select the correct document(s).

Step 7: Review I-9, Section 2



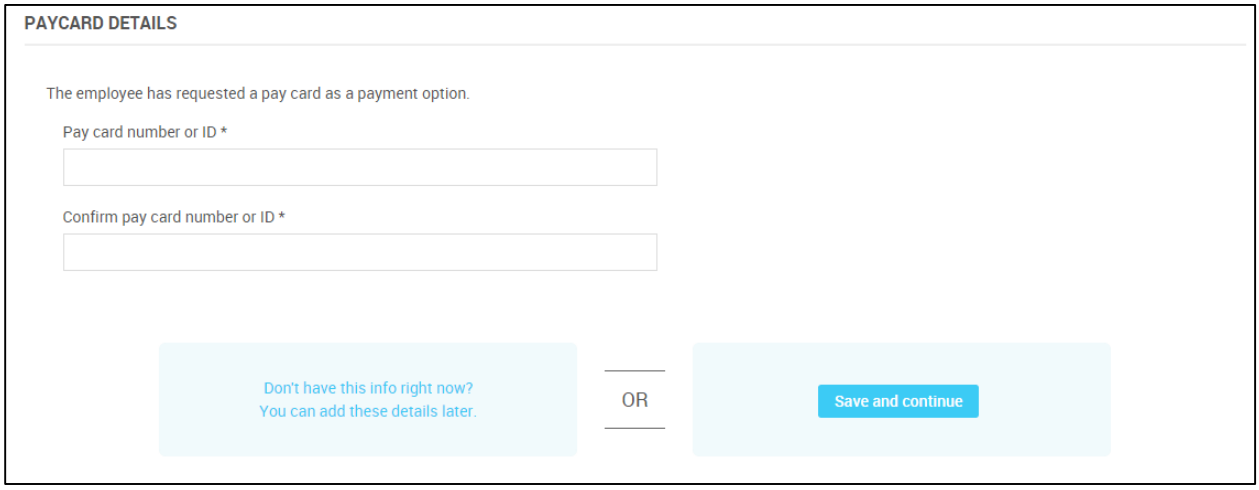
- In this step you will review the information entered for accuracy.
- Any information listed in blue can be modified by clicking on the text.
- Once you've verified the information is correct, click the yellow *CLICK TO SIGN* button to sign the form.
    - You will be asked to enter your password to set the signature.
- **NTOE**: Please pay close attention to the Start Date listed on the I-9. This is the final chance to ensure that the start date is correct and the I-9 is compliant.

Step 8: Prepare and Attach Documents


VA - Short Pump - #02
Applicants
Employees
Hi April
PREPARE TO ATTACH ADDITIONAL DOCUMENTS
The item(s) below should be scanned, then attached to complete the employee's paperwork. Print (or otherwise prepare) each item to be completed by the employee.
Print form 1
After the employee has completed the above item(s), scan and attach each on the employee's paperwork tab.
IMPORTANT
If a signature is required, please ensure the employee signs the document before it is attached. Documents that are to be scanned will NOT be digitally signed by the employee.
Continue

- If your company has policies or forms that need to be filled out by the employee, you may receive an additional documents page.
- Each form will display as a link that you should click and print for the employee to complete.
- Once all forms have been completed, you will have the opportunity to upload these documents to the employee record.
    - **NOTE**: You must scan the completed documents, using a scanner, to upload the electronic version.

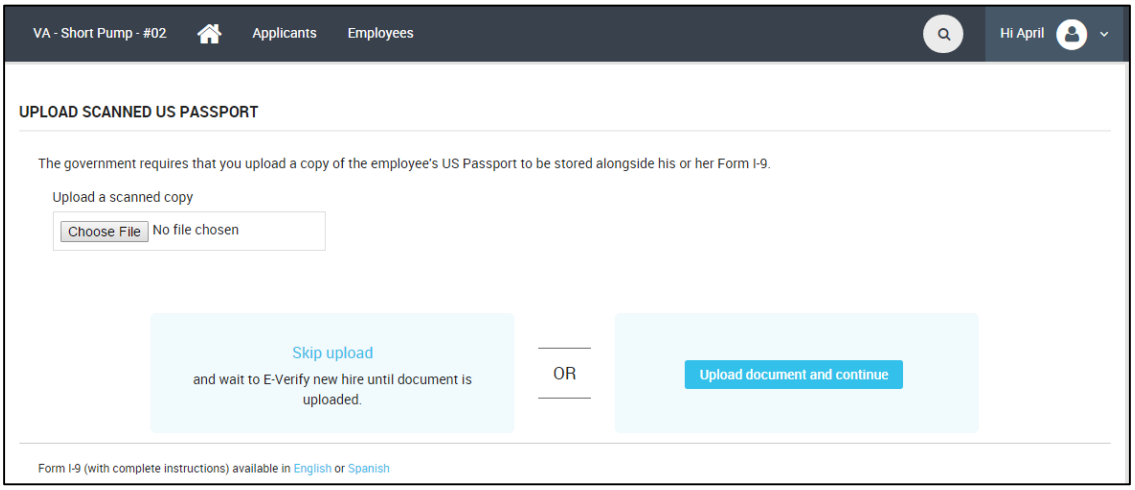
Step 9: Pay Card Details


PAYCARD DETAILS
The employee has requested a pay card as a payment option.
Pay card number or ID *
Confirm pay card number or ID *
Don't have this info right now?
You can add these details later.
OR
Save and continue

- If the employee has chosen to be paid via Employer provided pay card, you will have the opportunity to enter the appropriate pay card number into the system.
- If you don't have the pay card information at this time, you will have the opportunity to add this information later.
    - If you don't have the information, click the option to the bottom left of the page.

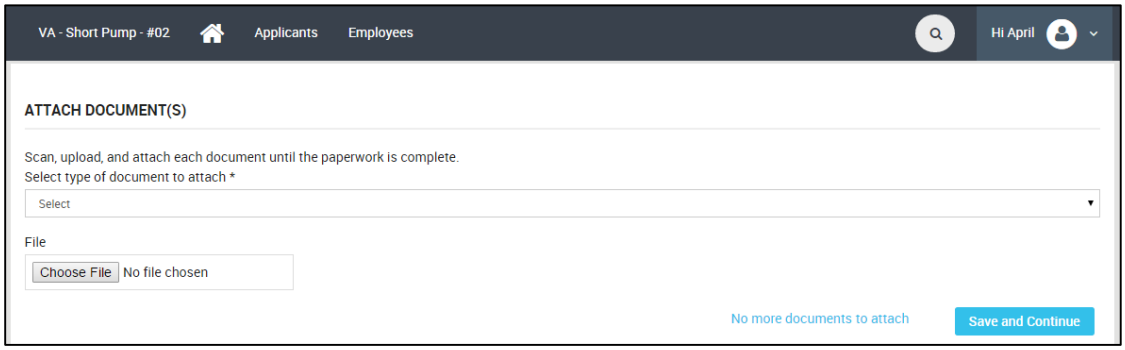
Step 10: Document Upload

NOTE: This step only appears if your company is participating in E-Verify through the Snagajob program AND your employee has presented a specific List A document for the Form I-9.


VA - Short Pump - #02
Applicants
Employees
Hi April
UPLOAD SCANNED US PASSPORT
The government requires that you upload a copy of the employee's US Passport to be stored alongside his or her Form I-9.
Upload a scanned copy
Choose File
No file chosen
Skip upload
and wait to E-Verify new hire until document is uploaded.
OR
Upload document and continue
Form I-9 (with complete instructions) available in English or Spanish

- E-Verify requires that a photo copy of a List A document be uploaded and stored with the Form I-9.
- You must make a copy of the document and using a scanner, create an electronic file to prepare for upload during the Onboarding process.
- Once you have chosen the file from your computer, click *Upload document and continue*.
- If you don't have the document scanned into an electronic version just yet, you may skip upload by choosing the option to the left and upload at a later time.
    - **Important**: E-Verify cannot be completed until the document copy is uploaded to the system.

Step 11: Attach Document(s)



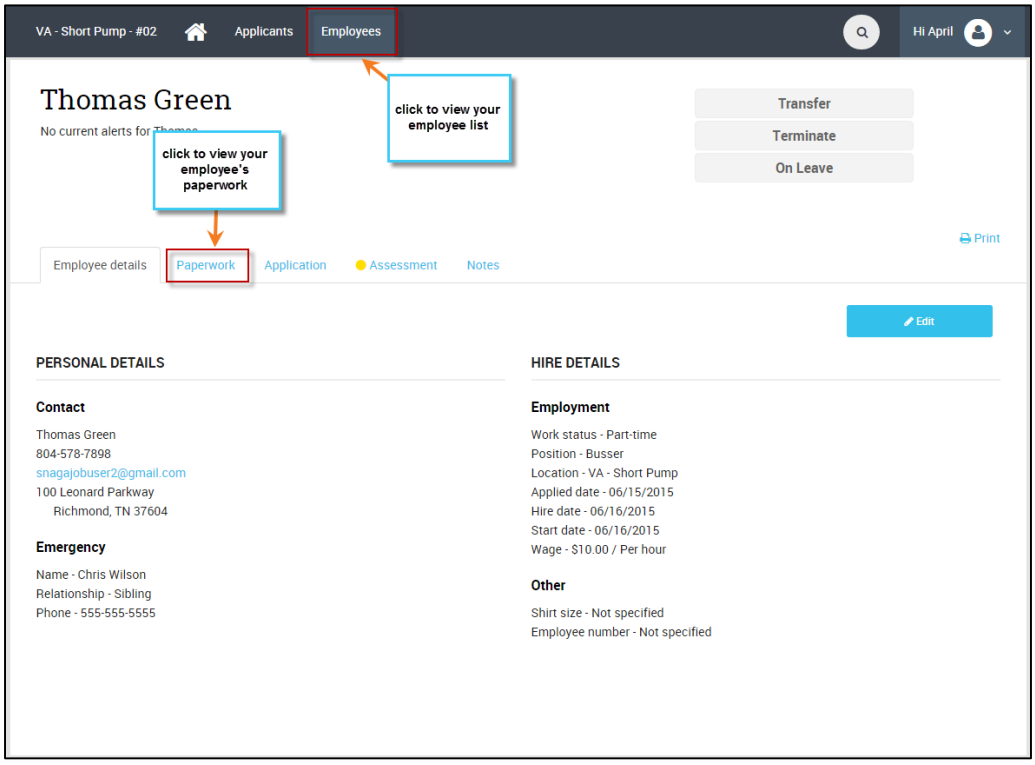
- In this step, you will have the opportunity to upload any of the documents that you printed during Step XX.
- If you don't have the items completed and in an electronic format at this time, you may click the *No more documents to attach* link and add the documents at a later date.

Step 12: E-Verify

- If your company is participating in E-Verify through the Snagajob system, please see the E-Verify documentation for further instruction.

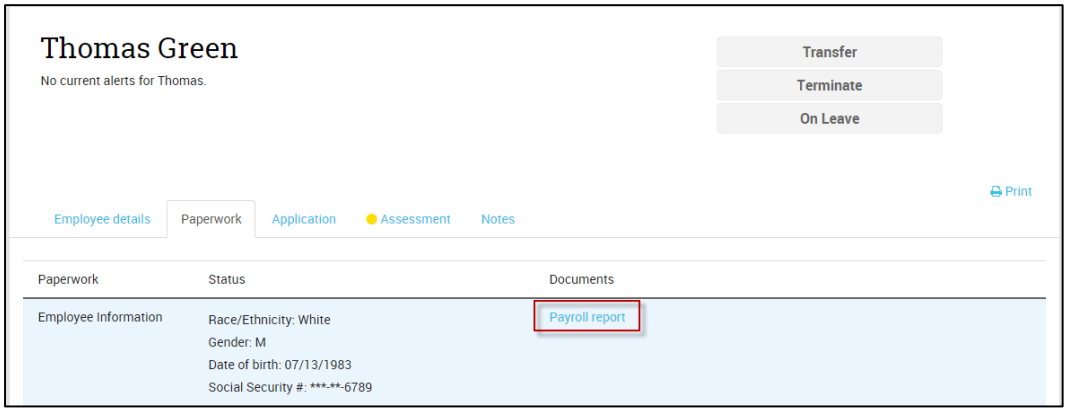
Other Actions

Locating the Documents



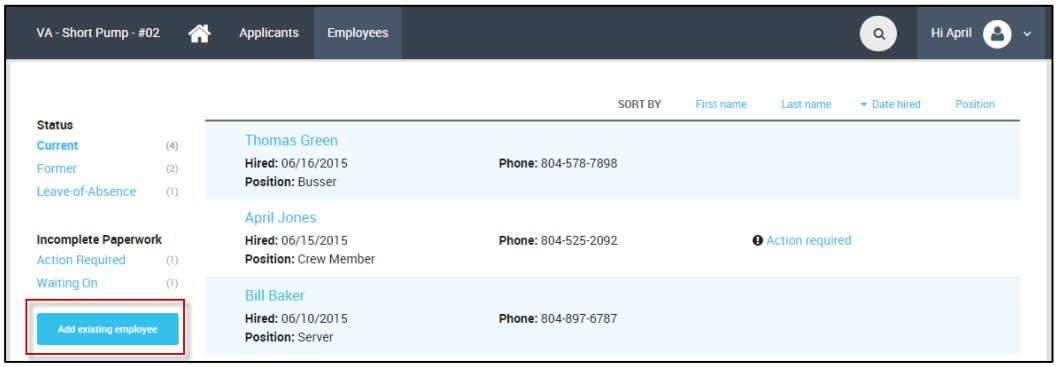
- To view information on the employee, including their Onboarding paperwork, click *Employees* on the toolbar.
- From the Employees list, locate the employee and click on his/her name.
- Click the *Paperwork* tab within the employee record to view all paperwork.

Payroll Report

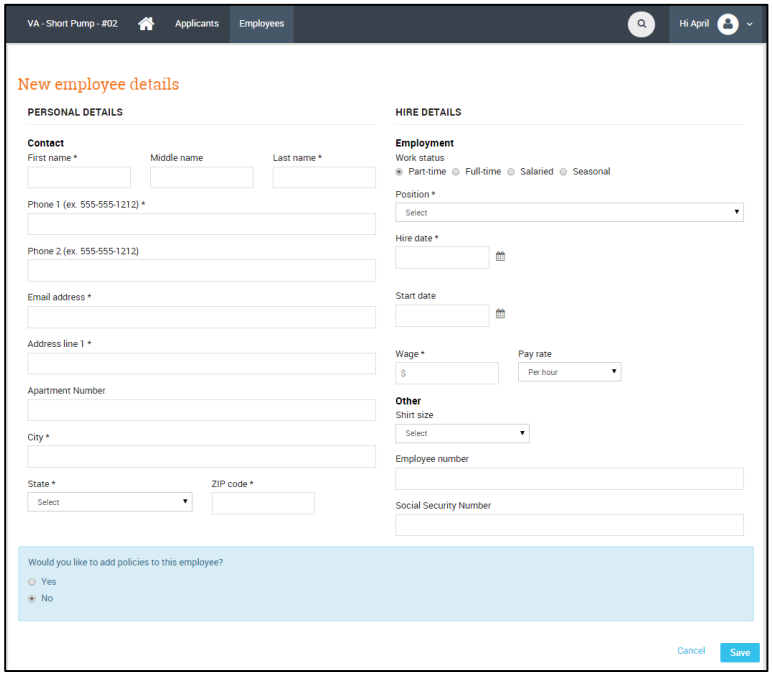


- On the Paperwork tab, click the first link to open a payroll report.
- This report will display all information that your payroll department may need to process the new employee.
- This report displays only the information for the employee you are viewing at that time.

Adding an Existing Employee



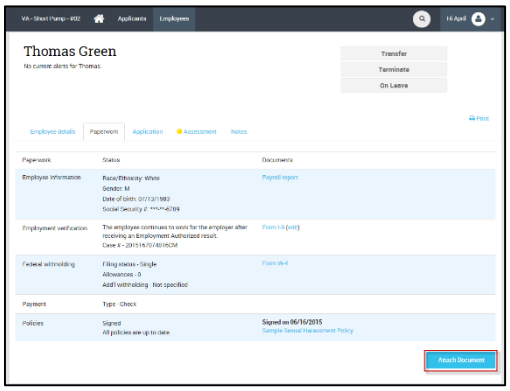
- If you choose to do so, you have the ability to add your existing employees to your Current employee list.
- This action is completed within the Employee tab.
- Click on the *Employee* tab and click the *Add existing employee* button to the left side of the page
- This will bring you to a blank Employee details page.
- Complete the required fields on this page to build the employee profile
- At the bottom of the page, you are given the option to have your existing employee review and acknowledge your existing Onboarding policies/procedures.



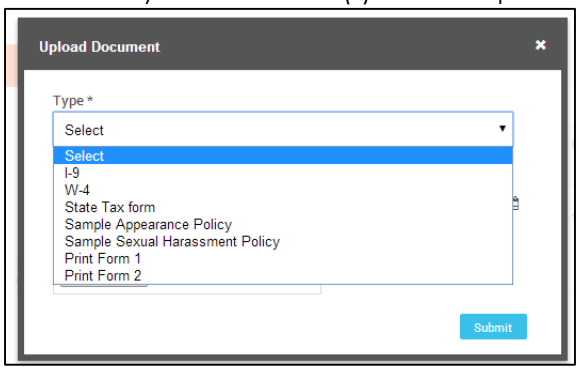
- If you'd like the employee to electronically acknowledge these pages, select *Yes* and click *Save* to complete the employee record.
- If you do not want your current employee to electronically sign your policies, ensure that *No* is selected and click *Save* to complete the employee record.
- If you selected Yes for the policies question, the employee will receive an email to log in and review the updated policies.

- **NOTE**: Your existing employees will not have the opportunity to complete any of the other paperwork in your Onboarding account. The only option you will have is to allow them to complete your company's policies.
- **NOTE**: If your Snagajob account is integrated with your payroll system, any existing employee added will NOT be sent to the payroll provider through the integration.

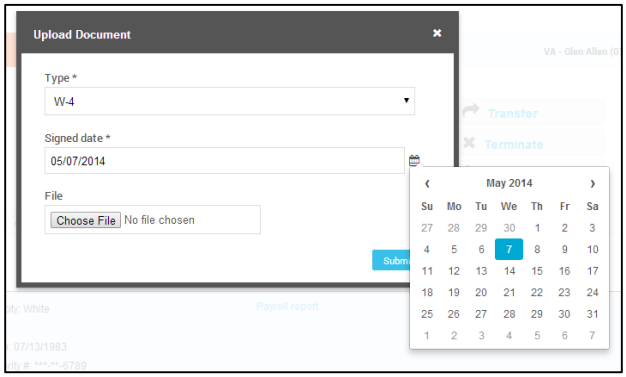
Attaching Documents to Employee Record



- If you have added an existing employee to your Employee list, you will have the option to upload and attach copies of the existing employee's forms to their record.
- Before attaching your documents, you'll need to scan the signed paper document to your computer using a scanner.
- Once the electronic format is saved to your computer you will locate the employee's record by clicking on their name from the Current employee list.
- Click on the Paperwork tab and locate the Attach document button at the bottom right of the page
- When you select this button you'll receive a modal that will allow you to begin uploading your document(s) to the Paperwork tab.



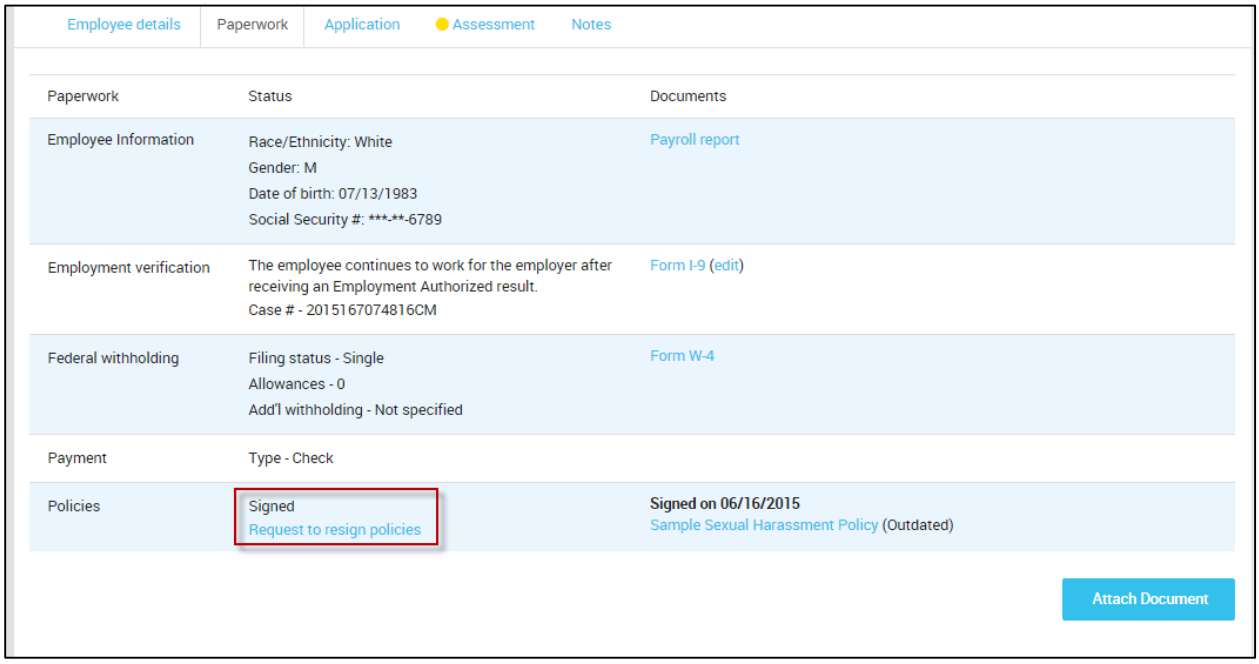
- Start by selecting the type of document you are wanting to upload
- You may choose from the list of possible documents based on what is currently included in your Onboarding process.
- You are not able to upload a document that is not currently a part of your process in the Snagajob system.
- Next you'll select the date that the employee signed the document you are about to upload.



- Finally, you'll browse for the document by clicking *Browse* or *Choose file*.
- Once the upload form is complete, click *Submit*.
- The electronic version of your signed document will now display on the appropriate section of the Paperwork tab.

Re-signing Policies

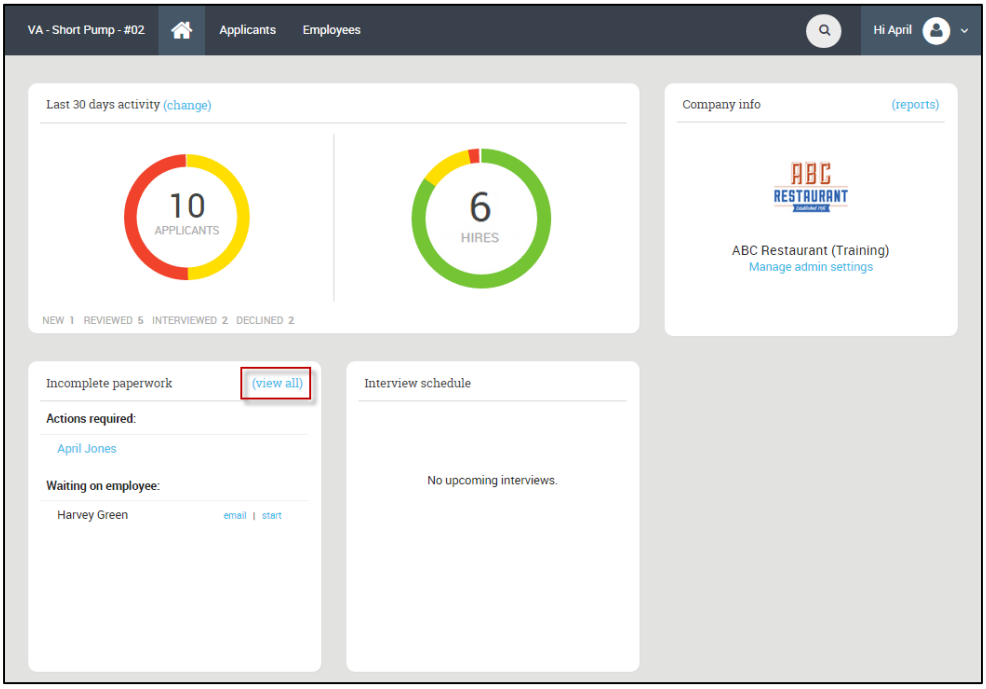
- From the Paperwork tab you are able to allow your current employees to re-sign any new or updated policies that are added to your Onboarding account.
- To do this, click the employee's name to open the record
- Click the Paperwork tab
- Locate the Policies section at the bottom of the page
- Click *Request* to resign policies
- This will generate an email to the employee to complete their paperwork.
- They will click the link provided in the email, enter their password and go through the Policies section only.
- Once the employee has signed the new or updated documents, a new signed on section will display with the date the policies were signed and a link to the PDF documents that were viewed.



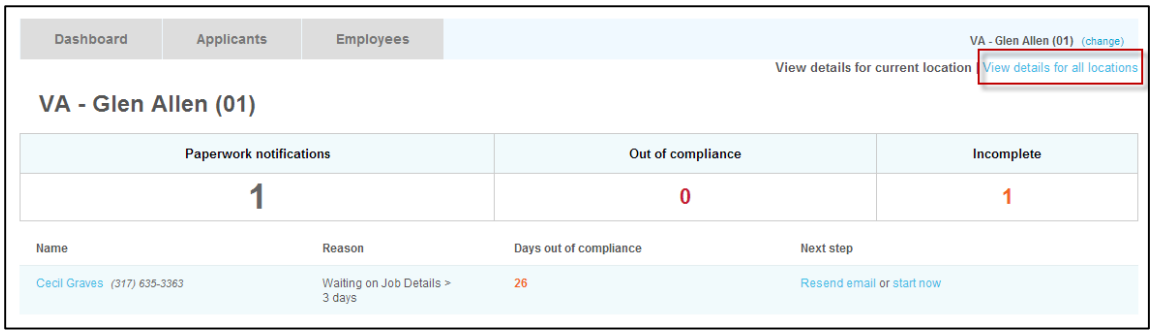
Compliance Reporting

Paperwork Status Report

- To view information on incomplete and out of compliance paperwork, click the view all link located on the Incomplete paperwork Dashboard.



- From this view you will see all paperwork notifications for your location.
- If you have access to multiple locations, click *View details for all locations* to see the report for each location you oversee.

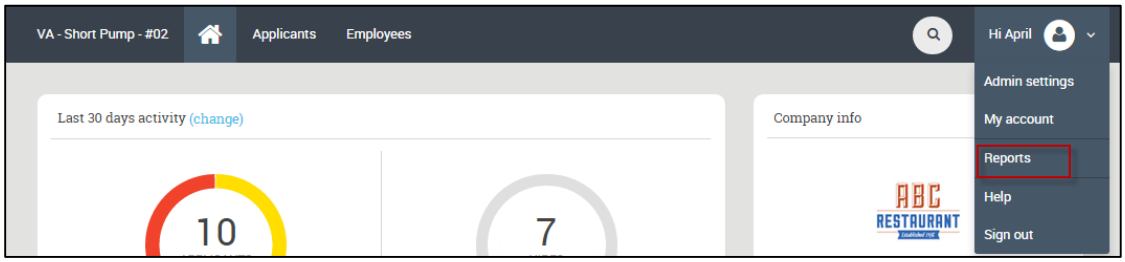


Understanding the Paperwork Status Report

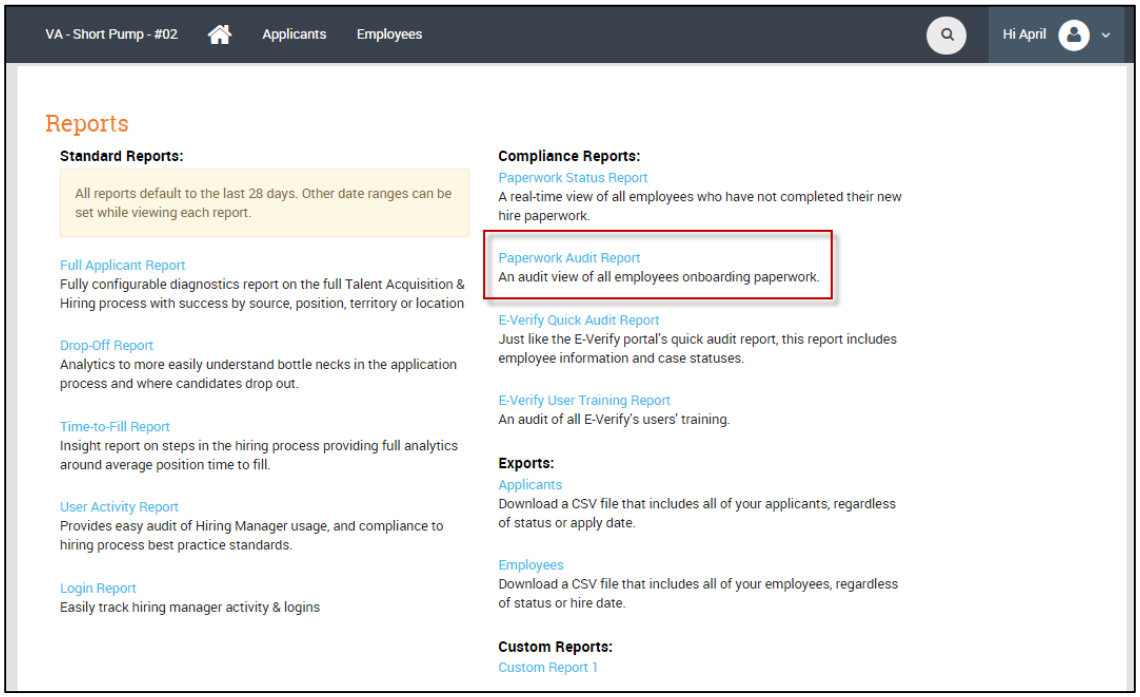
- At the top of the report, you will see the total number of notifications you have for a location and how many are incomplete vs out of compliance.
- The bottom half of the report will list each employee that is currently in an Incomplete or out of compliance status and the reason this paperwork is considered incomplete.
- If the paperwork is out of compliance, there may also be a more information icon. Click on this icon to receive additional insight on why this reason is a concern and steps you should take to correct the issue.

Paperwork Audit Report

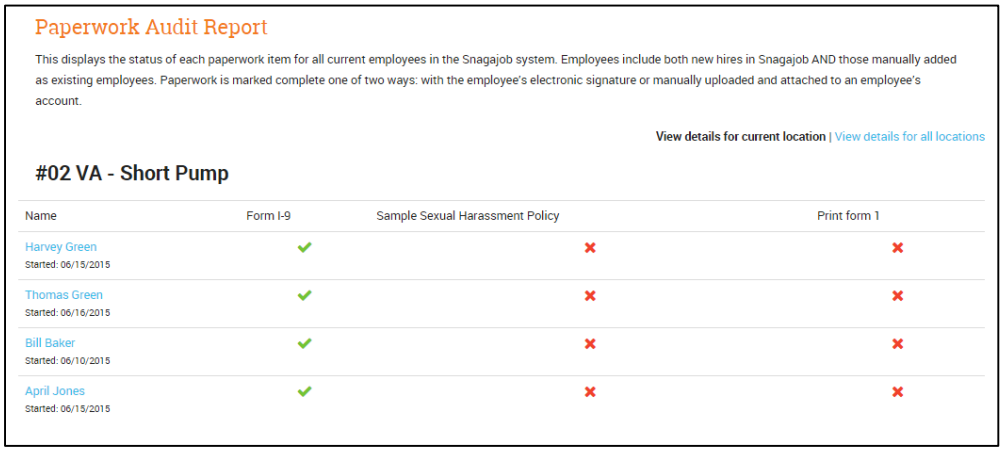
- The Paperwork Audit Report displays a list of all employees and shows if they have completed the following information:
    - Form I-9
    - Any policies and procedures included in your company's Onboarding account
- The Paperwork Audit Report can be found by hovering over the icon in the upper right corner of the page, and clicking *Reports*.



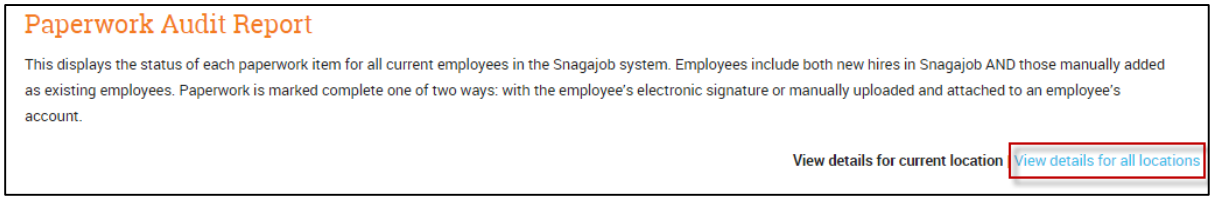
- Click the *Paperwork Audit Report* link listed under the Compliance Report section


VA - Short Pump - #02
Applicants
Employees
Hi April
Reports
Standard Reports:
All reports default to the last 28 days. Other date ranges can be set while viewing each report.
Full Applicant Report
Fully configurable diagnostics report on the full Talent Acquisition & Hiring process with success by source, position, territory or location
Drop-Off Report
Analytics to more easily understand bottle necks in the application process and where candidates drop out.
Time-to-Fill Report
Insight report on steps in the hiring process providing full analytics around average position time to fill.
User Activity Report
Provides easy audit of Hiring Manager usage, and compliance to hiring process best practice standards.
Login Report
Easily track hiring manager activity & logins
Compliance Reports:
Paperwork Status Report
A real-time view of all employees who have not completed their new hire paperwork.
Paperwork Audit Report
An audit view of all employees onboarding paperwork.
E-Verify Quick Audit Report
Just like the E-Verify portal's quick audit report, this report includes employee information and case statuses.
E-Verify User Training Report
An audit of all E-Verify's users' training.
Exports:
Applicants
Download a CSV file that includes all of your applicants, regardless of status or apply date.
Employees
Download a CSV file that includes all of your employees, regardless of status or hire date.
Custom Reports:
Custom Report 1

- The report will run automatically to show all active employees in the location you are viewing.
- If there is a green checkmark then the employee has completed the specific document.
- If there is a red X, then the employee has not completed the specific document.


Paperwork Audit Report
This displays the status of each paperwork item for all current employees in the Snagajob system. Employees include both new hires in Snagajob AND those manually added as existing employees. Paperwork is marked complete one of two ways: with the employee's electronic signature or manually uploaded and attached to an employee's account.
View details for current location | View details for all locations
#02 VA - Short Pump
Name
Form I-9
Sample Sexual Harassment Policy
Print form 1
Harvey Green
Started: 06/15/2015
Thomas Green
Started: 06/16/2015
Bill Baker
Started: 06/10/2015
April Jones
Started: 06/15/2015

- If you have access to multiple locations, you may switch to view all of your locations by clicking the *View details for all locations* link at the top right corner.


Paperwork Audit Report
This displays the status of each paperwork item for all current employees in the Snagajob system. Employees include both new hires in Snagajob AND those manually added as existing employees. Paperwork is marked complete one of two ways: with the employee's electronic signature or manually uploaded and attached to an employee's account.
View details for current location | View details for all locations

- This will display the same report but for each location that you oversee.